

SERVICE CONTRACT

THIS AGREEMENT is made and entered into on _____, by the **CITY of Pompano Beach** (CITY) and **GrantWorks, INC.**, a Foreign Corporation authorized to conduct business in the State of Florida (CONTRACTOR).

WHEREAS, CITY requires services which CONTRACTOR is capable of providing, a range of related services as needed under the terms and conditions described herein; and

WHEREAS, CONTRACTOR is able and prepared to provide such services to CITY under the terms and conditions set forth herein, and

WHEREAS, CITY requires Comprehensive Disaster Recovery Consulting Services to support emergency planning, training, and public assistance consulting services as outlined below.

NOW, THEREFORE, in consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. *Contract Documents.* This Agreement consists of the Scope of Work and Request for Proposal (RFP)25-035 Comprehensive Disaster Recovery Consulting Services set forth in Exhibit "A" (the "Work") and, the Insurance Requirements set forth in Exhibit "B" both of which are attached hereto and made a part hereof; and all written modifications issued after execution of this Agreement.

2. *Purpose.* CITY, on behalf of its Fire Department and Emergency Management, desires to contract with CONTRACTOR to provide Comprehensive Disaster Recovery Consulting services as described in Exhibit "A" upon the terms and conditions set forth herein.

DEFINITIONS

For the purposes of this Agreement, the definitions contained shall apply unless otherwise specifically stated.

FEMA, shall be the [Federal Emergency Management Agency](#), a U.S. government agency tasked with coordinating the federal response to disasters in the United States. It's part of the Department of Homeland Security, and its mission is to help people before, during, and after disasters.

FHWA shall be the Federal Highway Administration, a U.S. government agency overseeing the construction, maintenance, and preservation of highways, bridges, and tunnels.

NRCS shall be the Natural Resources Conservation Service delivers disaster recovery assistance from floods, drought, fire, and hurricanes to farmers, ranchers, landowners, and communities through a variety of programs

TDSRS shall be Temporary Debris Storage and Reduction Sites to store, segregate, or reduce the volume of debris.

3. *Scope of Work.* CONTRACTOR shall provide as set forth by CITY the Scope of Services and RFP25-035 set forth in Exhibit "A" and insurance set forth in Exhibit "B" both attached hereto and made a part hereof. If the Work requires CONTRACTOR to provide materials or complete the Work within a specified time frame or in accordance with certain plans and specifications, these terms and conditions shall be set forth and included in Exhibit "A" and CONTRACTOR agrees to provide said materials or Work in accordance therewith. CONTRACTOR and CONTRACTOR's heirs, executors, administrators, successors and assigns, do hereby agree to full performance of all covenants contained herein on CONTRACTOR's part.

A. Public Assistance Consulting Services - As and when requested by CITY, CONTRACTOR shall provide:

1. Identification of eligible emergency and permanent work (Category A-G);
2. Damage Assessment;
3. Assistance in attaining Immediate Needs Funding;
4. Prioritization of recovery workload;
5. Loss measurement and categorization;
6. Insurance evaluation, documentation, adjusting, and settlement services;
7. Project Worksheet generation and review;
8. FEMA, FHWA, and NRCS reimbursement support;
9. Staff augmentation with experienced Public Assistance Coordinators and Project Officers;
10. Interim inspections, final inspections, supplemental Project Worksheet generation and final review;
11. Appeal services and negotiations;
12. Reconstruction and long-term infrastructure planning; and
13. Final review of all emergency and permanent work performed.

B. Emergency Management Planning and Training: As and when requested by CITY, CONTRACTOR shall develop and provide as set described herein:

1. Comprehensive emergency management plans including plan development, review, and revisions;

2. Comprehensive mitigation programs including development of mitigation plan(s), staff training, cost-benefit analysis, project management, environmental review, and staff augmentation;
3. Debris management plan, including identifying an adequate number of TDSRS locations and providing staff training as necessary;
4. Procurement assistance for debris removal, CONTRACTORs and other services as requested;
5. Project management, including the formulation and management of permanent work projects, task force management, and CITY Commissions, Boards, and Panels;
6. Technical support and assistance in developing public information;
7. Other training and assistance as requested by CITY;
8. Other reports and data as requested by CITY; and
9. Other emergency management and consulting services identified and requested by CITY.

4. *Term of Contract.* The initial term of this contract shall commence on the date of the approval for the City Commission and shall continue in effect for a period of **three (3) years**, unless terminated earlier in accordance with the terms of this Agreement.

5. *Renewal.* Upon the expiration of the initial term, the Contract may be renewed for up to **two (2) additional one (1) year periods (“Renewal Terms”)**, provided that the Vendor provides written notice of its intent to renew at least 90 days prior to the expiration of the then-current term. The renewal(s) shall be subject to the same terms and conditions as set forth herein unless otherwise mutually agreed in writing prior to the renewal date.

6. *Maximum Obligation.* CITY agrees to pay CONTRACTOR for performing the Work and providing the required insurance.

7. *Price Formula, Payment and Invoices.*

A. *Price Formula.* CITY agrees to pay CONTRACTOR for performance of the Work set forth in this Agreement as follows:

The Fee Schedule of Services is inclusive of employee salaries, project and program management, indirect costs, and other direct costs (ODC) required to perform all tasks requested. All projected costs for non-labor will be billed to the City at cost, without markup. Supporting documentation must be submitted for such expenses.

Services shall be billed to the City in accordance with the Rate Schedule herein stated and as set forth, which shall be in effect for the entire period of this Agreement.

Contractor shall provide periodic billing statements for services rendered. The billing statement shall reflect the amount due for the services performed by the Contractor and contain a detailed line-item description of services for which the billing relates. The fees shall be the sole compensation paid to the Contractor in connection with the rendition of the Services and the performance of any and all of its other obligations hereunder.

When requested, cost shall not exceed the following rates:
Cost Proposal/Hourly Rate Schedule

NO.	LABOR CATEGORY/POSITIONS	HOURLY RATE
1.	Project Executive	\$205.00
2.	Project Manager	\$185.00
3.	GIS Analyst	\$85.00
4.	Senior Grant Management Specialist	\$150.00
5.	Grant Management Specialist	\$135.00
6.	Environmental Specialist	\$135.00
7.	Subject Matter Expert	\$180.00
8.	Senior Planner	\$135.00
9.	Planner	\$115.00
10.	Administrative Support Assistant	\$65.00
11.	Public Assistance Coordinator	\$135.00
12.	FEMA/FHWA Specialist	\$150.00

B. Payment. All payments by CITY shall be made after the Work has been verified and completed. Unless disputed by CITY as provided herein, upon CITY's receipt of a Proper Invoice as defined in § 218.72, Florida Statutes, as amended, CITY shall forward CONTRACTOR payment for (i) construction services defined as all labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or any other improvement to real property that require a license under Parts I and II of Chapter 489, Florida Statutes, within twenty-five (25) business days and (ii) forty five (45) days for all goods and services provided other than construction services.

CITY may temporarily remove for review any disputed amount, by line item, from an invoice and shall timely provide CONTRACTOR written notification of any such disputed charge. CONTRACTOR shall provide clarification and a satisfactory explanation to CITY, along

with revised copies of all such documents if inaccuracies or errors are discovered, within ten (10) days of receipt of CITY's notice of the disputed amount

In the event CITY has a claim against CONTRACTOR for Work performed hereunder which has not been timely remedied in accordance with the provisions of this Article 7, CITY may withhold payment for the contested amount, in whole or in part, to protect itself from loss on account of defective Work, claims filed or reasonable evidence indicating probable filing of claims by other parties against CONTRACTOR, and/or CONTRACTOR's failure to make proper payments to subcontractors or vendors for material or labor. When the reason(s) for withholding payment are removed or resolved in a manner satisfactory to CITY, payment shall be made.

Resolution of improper payment requests or invoices shall be in accordance with § 218.76, Florida Statutes, as amended.

C. Invoices. CONTRACTOR shall submit invoices to CITY on a monthly basis.

8. *Disputes.* Any factual disputes between CITY and the CONTRACTOR in regard to this Agreement shall be directed to the CITY Manager for the CITY, and such decision shall be final.

9. *Contract Administrators, Notices and Demands.*

A. Contract Administrators. During the term of this Agreement, CITY's Contract Administrator shall be Kimberly Spill-Cristiano, Fire Department, Emergency Management Administrator, and CONTRACTOR's Contract Administrator shall be provided by CONTRACTOR upon commencement of services (or their authorized written designee) as further identified below.

B. Notices and Demands. A notice, demand, or other communication hereunder by either party to the other shall be effective if it is in writing and sent via registered or certified mail or other trackable delivery service, postage prepaid to the representatives named below or is addressed and delivered to such other authorized representative at the address as that party, from time to time may designate in writing and forward to the other.

If to CONTRACTOR: Valarie Philipp
2201 Northland Drive
Austin, TX 78756
Office: 954-644-2202
Email: valarie.philipp@grantworks.net

If to CITY: Kimberly Spill-Cristiano, Contract Administrator
Emergency Management Administrator
100 West Atlantic Blvd
Pompano Beach, FL 33060
Office: 954-786-7799

Email: Kimberly.Spill-Cristiano@copbfl.com

With a copy to:

Aymara Schmidt, Contract Manager
100 West Atlantic Blvd.
Pompano Beach, FL 33060
Phone: 954-786-5574
Email: Aymara.Schmidt@copbfl.com

10. *Ownership of Documents and Information.* All information, data, reports, plans, procedures or other proprietary rights in all Work items, developed, prepared, assembled or compiled by CONTRACTOR as required for the Work hereunder, whether complete or unfinished, shall be owned by the CITY without restriction, reservation or limitation of their use and made available at any time and at no cost to CITY upon reasonable written request for its use and/or distribution as CITY deems appropriate provided CITY has compensated CONTRACTOR for said Work product. CITY's re-use of CONTRACTOR's Work product shall be at its sole discretion and risk if done without CONTRACTOR's written permission. Upon completion of all Work contemplated hereunder or termination of this Agreement, copies of all of the above data shall be promptly delivered to the CITY's Contract Administrator upon written request. The CONTRACTOR may not disclose, use, license or sell any work developed, created, or otherwise originated hereunder to any third party whatsoever. The rights and obligations created under this Article shall survive the termination or expiration of this Agreement.

To the extent it exists and is necessary to perform the Work hereunder, CITY shall provide any information, data and reports in its possession to CONTRACTOR free of charge.

11. *Termination.*

A. *Termination for Breach or Default.* Breach or default of any of the covenants, duties, or terms of this Agreement shall be cause for termination, in whole or in part, of this Agreement. In the event of a breach or default, the defaulting party shall be given written notice in accordance with Article 9 herein which describes in reasonable detail the alleged breach or default and ten (10) calendar days to cure same. Failure to cure all such described defects within the required time period shall result in termination of this contract with written notice to CONTRACTOR.

B. *Termination for Convenience.* CITY retains the right to terminate this Agreement for convenience upon ten (10) business days written notice to CONTRACTOR or CITY in accordance with Article 9 herein. Such Notice of Termination may include CITY's proposed Transition Plan and timeline for terminating the Work, requests for certain Work product documents and materials, and other provisions regarding winding down concerns and activities. CITY shall compensate CONTRACTOR for all authorized Work satisfactorily performed through the termination date under the payment terms set forth in Article 7 above and all Work product documents and materials shall be delivered to CITY within ten (10) business days from the Notice of Termination. If any Work hereunder is in progress but not completed as of the date of the termination, then upon CITY and CONTRACTOR's written approval, this Agreement may be extended until said Work is completed and accepted by CITY.

12. *Force Majeure.* Neither party shall be obligated to perform any duty, requirement or obligation hereunder if such performance is prevented by fire, hurricane, earthquake, explosion, war, civil disorder, sabotage, accident, flood, acts of nature or by any reason of any other matter or condition beyond the control of either party which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall economic hardship or lack of funds be considered an event of Force Majeure. If either party is unable to perform or delayed in their performance of any obligations hereunder by reason of any event of Force Majeure, such inability or delay shall be excused at any time during which compliance therewith is prevented by such event and during such period thereafter as may be reasonably necessary for either party to correct the adverse effect of such event of Force Majeure.

CONTRACTOR must follow all Federal, State, County, and CITY safety guidelines, including all CDC safety guidelines in effect during the term of the program, including but not limited to social distancing, and personal protection equipment. Inability to conduct the program and follow any and all required safety guidelines applicable to the COVID-19 virus or other similar pandemic or emergency, or failure to follow such requirements, including but not limited to, social distancing, shall constitute grounds for immediate cancellation of this Agreement unilaterally by the CITY upon written notice, which may be provided via electronic mail.

13. *Insurance.* CONTRACTOR shall maintain insurance in accordance with Exhibit “B” throughout the term of this Agreement.

14. *Indemnification.* Except as expressly provided herein, no liability shall attach to the CITY by reason of entering into this Agreement.

A. CONTRACTOR shall at all times indemnify, defend, save and hold harmless the CITY, its officers, officials, employees, volunteers and other authorized agents from and against any and all claims, demands, suit, damages, attorneys’ fees, fines, losses, penalties, defense costs or liabilities suffered by the CITY arising directly or indirectly from CONTRACTOR’s performance under this Contract, including but not limited to, any act, breach, omission, negligence, recklessness or misconduct of CONTRACTOR and/or any of its agents, officers, or employees hereunder, including any inaccuracy in or breach of any of the representations, warranties or covenants made by the CONTRACTOR, its agents, officers and/or employees, in the performance of services of this contract. CONTRACTOR agrees to investigate, handle, respond to, provide defense for, and defend any such claims at its sole expense and to bear all other costs and expenses related thereto, even if the claim(s) is/are groundless, false or fraudulent. To the extent considered necessary by CITY, any sums due CONTRACTOR hereunder may be retained by CITY until all of CITY’s claims for indemnification hereunder have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by CITY.

B. CONTRACTOR acknowledges and agrees that CITY would not enter into this Agreement without CONTRACTOR’s indemnification of the CITY. The parties agree that one percent (1%) of the total compensation paid to CONTRACTOR hereunder shall constitute specific consideration to CONTRACTOR for the indemnification provided under this Article and these provisions shall survive expiration or early termination of this Agreement.

15. *Sovereign Immunity.* Nothing in this Agreement shall constitute a waiver by the CITY of its sovereign immunity limits as set forth in section 768.28, Florida Statutes. Nothing herein shall be construed as consent from either party to be sued by third parties.

16. *Non-Assignability and Subcontracting.*

A. *Non-Assignability.* This Agreement is not assignable and CONTRACTOR agrees it shall not assign or otherwise transfer any of its interests, rights or obligations hereunder, in whole or in part, to any other person or entity without CITY's prior written consent which must be sought in writing not less than fifteen (15) days prior to the date of any proposed assignment. Any attempt by CONTRACTOR to assign or transfer any of its rights or obligations hereunder without first obtaining CITY's written approval shall not be binding on CITY and, at CITY's sole discretion, may result in CITY's immediate termination of this Agreement whereby CITY shall be released of any of its obligations hereunder. In addition, this Agreement and the rights and obligations herein shall not be assignable or transferable by any process or proceeding in court, or by judgment, execution, proceedings in insolvency, bankruptcy or receivership. In the event of CONTRACTOR's insolvency or bankruptcy, CITY may, at its option, terminate and cancel this Agreement without any notice of any kind whatsoever, in which event all rights of CONTRACTOR hereunder shall immediately cease and terminate.

B. *Subcontracting.* Prior to subcontracting for Work to be performed hereunder, CONTRACTOR shall be required to obtain the written approval of the CITY's Contract Administrator. If the CITY's Contract Administrator, in his/her sole discretion, objects to the proposed subcontractor, CONTRACTOR shall be prohibited from allowing that subcontractor to provide any Work hereunder. Although CONTRACTOR may subcontract Work in accordance with this Article, CONTRACTOR remains responsible for any and all contractual obligations hereunder and shall also be responsible to ensure that none of its proposed subcontractors are listed on the *Convicted Vendors List* referenced in accordance with the provisions of Article 28 below.

17. *Performance Under Law.*

A. *Compliance.* The CONTRACTOR, in the performance of duties under the Agreement, agrees to comply with all applicable local, state, and/or federal laws and ordinances, including, but not limited to, standards of licensing, conduct of business, and those relating to criminal activity, and the Americans with Disabilities Act (ADA).

B. *Breach.* Pursuant to section 252.502, Florida Statutes (2025), as of January 1, 2026, a breach of this Agreement by CONTRACTOR during an emergency recovery period as defined in such statute shall require payment of a \$5,000 penalty and damages to CITY, with such damages consisting of actual and consequential damages.

18. *Audit and Inspection Records.* The CONTRACTOR shall permit the authorized representatives of the CITY to inspect and audit all data and records of the CONTRACTOR, if any, relating to performance under the contract until the expiration of three years after final payment under this contract.

The CONTRACTOR further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that CITY or any of their duly authorized representatives shall, until the expiration of three years after final payment under the subcontractor, have access to and the right to examine any directly pertinent books, documents, papers and records of such subcontractor, involving transactions related to the subcontractor.

19. A. Adherence to Law. Both parties shall adhere to all applicable laws governing their relationship with their employees including, but not limited to, laws, rules, regulations and policies concerning worker's compensation, unemployment compensation and minimum wage requirements.

B. Conflict of Interest. During the time period this Agreement is in effect, CONTRACTOR, its employees, subcontractors, and agents shall not engage in any conduct or activities that would constitute a conflict of interest, and shall otherwise avoid any appearance of such conflict of interest. Additionally, CONTRACTOR, its employees, subcontractors, and agents shall refrain from acting adverse to the CITY's interest in promoting the goals and objectives of this Agreement. Any potential such conflict of interest must be reported to the CITY and may be waived only upon additional review and approval by the CITY Manager.

Furthermore, none of CONTRACTOR's employees, subcontractors, and agents shall, during the term of this Agreement, serve as an expert witness against CITY in any legal or administrative proceeding in which he, she, or CONTRACTOR is not a party, unless compelled by court process. Further, such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of CITY in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude CONTRACTOR or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

The existence of any such conflict of interest, or evidence of non-compliance with the above paragraphs, may serve as grounds for termination of this Agreement pursuant to Paragraph 11, Termination.

20. *Independent CONTRACTOR.* The CONTRACTOR shall be deemed an independent CONTRACTOR for all purposes, and the employees of the CONTRACTOR or any of its CONTRACTORS, subcontractors and the employees thereof, shall not in any manner be deemed to be employees of CITY. As such, the employees of the CONTRACTOR, its CONTRACTORS or subcontractors, shall not be subject to any withholding for tax, social security or other purposes by CITY, nor shall such CONTRACTOR, subcontractor or employee be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation or the like from CITY.

21. *CONTRACTOR Cooperation.* The CONTRACTOR recognizes that the performance of this contract is essential to the provision of vital public services and the accomplishment of the stated goals and mission of CITY. Therefore, the CONTRACTOR shall be responsible to maintain a cooperative and good faith attitude in all relations with CITY and

shall actively foster a public image of mutual benefit to both parties. The CONTRACTOR shall not make any statements or take any actions detrimental to this effort.

22. *Public Records.*

A. The CITY of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR shall comply with Florida's Public Records Law, as amended. Specifically, the CONTRACTOR shall:

1. Keep and maintain public records required by the CITY in order to perform the service.
2. Upon request from the CITY's custodian of public records, provide the CITY with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the CITY.
4. Upon completion of the contract, transfer, at no cost to the CITY, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the CITY to perform the service. If the CONTRACTOR transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records in a format that is compatible with the information technology systems of the CITY.

B. Failure of the CONTRACTOR to provide the above-described public records to the CITY within a reasonable time may subject CONTRACTOR to penalties under 119.10, Florida Statutes, as amended.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC

**RECORDS RELATING TO THIS CONTRACT, CONTACT THE
CUSTODIAN OF PUBLIC RECORDS AT:**

CITY CLERK

100 W. Atlantic Blvd., Suite 253

Pompano Beach, Florida 33060

(954) 786-4611

RecordsCustodian@copbfl.com

23. *Governing Law; Venue; Waiver of Jury Trial.* This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any litigation arising from, related to, or in connection with this Agreement shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the United States District Court for the Southern District of Florida, or United States Bankruptcy Court for the Southern District of Florida, as applicable. BY ENTERING INTO THIS AGREEMENT, THE PARTIES EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

24. *Waiver and Modification.*

A. No waiver made by either party with respect to performance, manner, time, or any obligation of either party or any condition hereunder shall be considered a waiver of that party's rights with respect to the particular obligation or condition beyond those expressly waived in writing or a waiver of any other rights of the party making the waiver or any other obligations of the other party.

B. *No Waiver by Delay.* The CITY shall have the right to institute such actions or proceedings as it may deem desirable for effectuating the purposes of this Agreement, provided that any delay by CITY in asserting its rights hereunder shall not operate as a waiver of such rights or limit them in any way. The intent of this provision is that CITY shall not be constrained to exercise such remedy at a time when it may still hope to otherwise resolve the problems created by the default or risk nor shall any waiver made by CITY with respect to any specific default by CONTRACTOR be considered a waiver of CITY's rights with respect to that default or any other default by CONTRACTOR.

C. Either party may request changes to modify certain provisions of this Agreement; however, unless otherwise provided for herein, any such changes must be contained in a written amendment executed by both parties with the same formality of this Agreement.

25. *No Contingent Fee.* CONTRACTOR warrants that other than a bona fide employee working solely for CONTRACTOR, CONTRACTOR has not employed or retained any person or entity, or paid or agreed to pay any person or entity, any fee, commission, gift or any other consideration to solicit or secure this Agreement or contingent upon or resulting from the award or making of this Agreement. In the event of CONTRACTOR's breach or violation of this provision, CITY shall have the right to terminate this Agreement without liability and, at CITY's

sole discretion, to deduct from the Price Formula set forth in Article 7 or otherwise recover the full amount of such fee, commission, gift or other consideration.

26. *Attorneys' Fees and Costs.* In the event of any litigation involving the provisions of this Agreement, both parties agree that the prevailing party in such litigation shall be entitled to recover from the non-prevailing party reasonable attorney and paraprofessional fees as well as all out-of-pocket costs and expenses incurred thereby by the prevailing party in such litigation through all appellate levels.

27. *No Third Party Beneficiaries.* CONTRACTOR and CITY agree that this Agreement and other agreements pertaining to CONTRACTOR's performance hereunder shall not create any obligation on CONTRACTOR or CITY's part to third parties. No person not a party to this Agreement shall be a third-party beneficiary or acquire any rights hereunder.

28. *Public Entity Crimes Act.* As of the full execution of this Agreement, CONTRACTOR certifies that in accordance with §287.133, Florida Statutes, it is not on the *Convicted Vendors List* maintained by the State of Florida, Department of General Services. If CONTRACTOR is subsequently listed on the *Convicted Vendors List* during the term of this Agreement, CONTRACTOR agrees it shall immediately provide CITY written notice of such designation in accordance with Article 9 above.

29. *Entire Agreement.* This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

30. *Headings.* The headings or titles to Articles of this Agreement are not part of the Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

31. *Counterparts.* This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A photocopy, email or facsimile copy of this Agreement and any signatory hereon shall be considered for all purposes as original.

32. *Approvals.* Whenever CITY approval(s) shall be required for any action under this Agreement, said approval(s) shall not be unreasonably withheld.

33. *Absence of Conflicts of Interest.* CONTRACTOR represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with their performance under this Agreement and that no person having any conflicting interest shall be employed or engaged by either party in its performance under this Agreement.

34. *Binding Effect.* The benefits and obligations imposed pursuant to this Agreement shall be binding and enforceable by and against the parties hereto.

35. *Employment Eligibility.* By entering into this Contract, the CONTRACTOR becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit or County Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the CONTRACTOR, the CONTRACTOR may not be awarded a public contract for a period of 1 year after the date of termination

36. *Scrutinized Companies.* By execution of this Agreement, in accordance with the requirements of F.S. 287.135 and F.S. 215.473, CONTRACTOR certifies that CONTRACTOR is not participating in a boycott of Israel. CONTRACTOR further certifies that CONTRACTOR is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in Iran Terrorism Sectors List, nor has CONTRACTOR been engaged in business operations in Syria. Subject to limited exceptions provided in state law, the CITY will not contract for the provision of goods or services with any scrutinized company referred to above. In accordance with Section 287.135, Florida Statutes as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local government entity for goods or services of:

A. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

B. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

1. Is on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes; or
2. Is engaged in business operations in Syria.

C. Submitting a false certification or being placed on a list created pursuant to Section 215.473, Florida Statutes relating to scrutinized active business operations in Iran after CONTRACTOR has submitted a certification, shall be deemed a material breach of contract. The CITY shall provide notice, in writing, to CONTRACTOR of the CITY's determination concerning the false certification. CONTRACTOR shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, CONTRACTOR shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If

CONTRACTOR does not demonstrate that the CITY's determination of false certification was made in error then the CITY shall have the right to terminate the contract and seek civil remedies pursuant to Section 287.135, Florida Statutes, as amended from time to time.

37. *Affidavit of Compliance with Anti-Human Trafficking Laws.* In accordance with section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below (“Entity”), hereby attests under penalty of perjury that:

A. Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled “Human Trafficking”.

38. *Affidavit of Compliance with Foreign Entity Laws. The undersigned, on behalf of the entity listed below (“Entity”), hereby attests under penalty of perjury as follows:*

A. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes.

B. The government of a foreign country of concern does not have a controlling interest in Entity.

C. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern.

D. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes.

E. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity.

F. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes.

G. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.

39. *Annual Budgetary Funding/Cancellation.* This Agreement and all obligations of the CITY hereunder requiring the expenditure of funds are subject to and contingent upon annual budgetary funding and appropriations by the CITY Commission.

40. *Severability.* Should any provision of this Agreement or the applications of such provisions be rendered or declared invalid by a court action or by reason of any existing or subsequently enacted legislation, the remaining provisions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year hereinabove written.

Attest:

CITY OF POMPANO BEACH

KERVIN ALFRED, CITY CLERK

By: _____
REX HARDIN, MAYOR

By: _____
GREGORY P. HARRISON, CITY MANAGER

APPROVED AS TO FORM:

MARK E. BERMAN, CITY ATTORNEY

(SEAL)

"CONTRACTOR"

GrantWorks, INC.

Witnesses:

Robert Holz

Robert Holz
(Print or Type Name)

Jeff Carrillo

JEFF CARRILLO
(Print or Type Name)

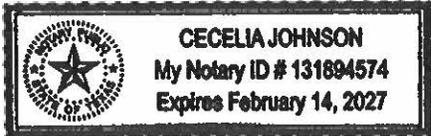
By: Bruce Spitzengel
Bruce Spitzengel, President

STATE OF Texas

COUNTY OF Travis

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this 10th day of July, 2025 by Bruce Spitzengel, as President of GrantWorks, Inc., a Foreign Corporation authorized to conduct business in the State of Florida on behalf of the corporation, who is personally known to me or who has produced personally known as identification

NOTARY'S SEAL:



Cecelia Johnson
NOTARY PUBLIC, STATE OF Texas

Cecelia Johnson
(Name of Acknowledger Typed, Printed or Stamped)

131894574
Commission Number

EXHIBIT - A

**ADDENDUM 4: THIS VERSION OF THE RFP REPLACES THE
PREVIOUS VERSION RELEASED IN IONWAVE**



Florida's Warmest Welcome

CITY OF POMPANO BEACH

REQUEST FOR PROPOSALS

RFP25-035

**COMPREHENSIVE DISASTER RECOVERY
CONSULTING SERVICES**

**NON-MANDATORY PRE-BIDDERS CONFERENCE:
April 17, 2025, 10:00 A.M.**

**OPENING:
May 14, 2025, 2:00 P.M.**

**PROCUREMENT AND CONTRACTS DEPARTMENT
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

CITY OF POMPANO BEACH, FLORIDA

**REQUEST FOR PROPOSALS
RFP25-035**

Comprehensive Disaster Recovery Consulting Services

The City is seeking proposals from qualified firms to provide Comprehensive Disaster Recovery Consulting Services to the City on a standby basis.

The City will receive sealed proposals until **2:00 p.m. (local), May 14, 2025**. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any proposal received after the due date and time specified will not be considered. Any uncertainty regarding the time a proposal is accepted will be resolved against the Proposer.

Proposers must be registered on the City's eBid System in order to view the solicitation documents and respond to this solicitation. The complete solicitation document can be downloaded for free from the eBid System as a PDF at: <https://pompanobeachfl.ionwave.net/CurrentSourcingEvents.aspx>. The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. The proposer is solely responsible for downloading all required documents. A list of Proposers will be read aloud in a public forum.

Non-Mandatory Prebidders Conference

The mandatory Pre-Proposal Meeting will be held via Virtual Zoom Meeting on **April 17, 2025, at 10:00 A.M. EST**. Attendance at the Pre-Submittal Meeting is non-mandatory. The Zoom link is available on the City's Meetings webpage: <https://www.pompanobeachfl.gov/meetings>.

Introduction

The City requires Comprehensive Disaster Recovery Consulting Services to support emergency planning, training, and public assistance consulting services as outlined below. As such, the Consultant should be capable of providing a range of related services as needed and ordered by the City. Other services may include, but are not limited to, facilitating communication with FEMA, FHWA, the State of Florida, and other state and federal agencies, coordinating with state insurance representatives, pre-event planning and post-event reconstruction, grant funding, and reimbursement services.

This RFP seeks proposals for a primary and a secondary provider for Comprehensive Disaster Recovery Consulting Services. The primary provider will be the preferred vendor, and the secondary provider will serve as a contingency.

1. Scope of Services

Emergency Management Planning and Training - As directed by the City, the Consultant shall provide:

- a. Comprehensive emergency management plans (e.g., CEMP, COOP, EOP) will include plan development, review, and revisions.
- b. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost-benefit analysis, project management, environmental review, cost-benefit analysis, project management, environmental review, cost-benefit analysis, project management, environmental review, and staff augmentation.
- c. Develop a debris management plan, including identifying an adequate number of TDSRS locations and providing staff training as necessary.
- d. Procurement assistance for debris removal contractors and other services as requested.
- e. Project management, including the formulation and management of permanent work projects, task force management, and City Commissions, Boards, and Panels.
- f. Technical support and assistance in developing public information.
- g. Other training and assistance as requested by the City.
- h. Other reports and data as required by the City.
- i. Other emergency management and consulting services identified and required by the City.

2. **Public Assistance Consulting Services** - As directed by the City, the consultant shall provide:

- a. Identification of eligible emergency and permanent work (Category A-G);
- b. Damage Assessment;
- c. Assistance in attaining Immediate Needs Funding;
- d. Prioritization of recovery workload;
- e. Loss measurement and categorization;
- f. Insurance evaluation, documentation adjusting and settlement services;
- g. Project Worksheet generation and review;
- h. FEMA, FHWA and NRCS reimbursement support;
- i. Staff augmentation with experienced Public Assistance **Assurance** Coordinators and Project Officers;
- j. Interim inspections, final inspections, supplemental Project Worksheet generation and final review;
- k. Appeal services and negotiations;
- l. Reconstruction and long-term infrastructure planning; and
- m. Final review of all emergency and permanent work performed.

IMPORTANT NOTE:

Title 2 — Federal Financial Assistance, Subtitle A - Office of Management and Budget Guidance for Federal Financial Assistance, Chapter II—Office of Management and Budget Guidance, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit (**see Attachment L**)

THIS DOCUMENT IS PART OF THE RFP AND AGREEMENT AND MUST BE TAKEN IN CONSIDERATION

A. Tasks/Deliverables

Specific tasks and/or deliverables are outlined in the scope of services above.

B. Selection/Evaluation Process

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Committee will present its findings to the City Commission. Proposals will be evaluated using the following criteria.

	<u>Criteria</u>	<u>Point Range</u>
1.	Qualifications and Experience Firm & Staff qualifications and previous related work experience in the subject area. Demonstrates a clear understanding of the scope of work and other technical or legal issues related to the project. History of any litigation within the past five (5) years arising out of your firm's performance as it relates to the scope of services being solicited herein.	0-40
2.	References History and performance of firm/project team on similar projects. References and recommendations from previous clients. INCLUDE THE ATTACHMENT E.	0-5
3.	Technical Approach Firm's technical approach to perform the scope of services requested to include procedures, methodologies, resources, systems, etc.	0-30
4.	Cost Including the overall project-task budget and itemized cost breakdowns.	0-25
	Total	0-100

NOTE:

Financial statements required as submittals to prequalify for a solicitation will be exempt from public disclosure; however, financial statements submitted to prequalify for a solicitation and not required by the City may be subject to public disclosure.

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value

of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for shortlisting purposes. After an initial review of the proposals, the City may invite proposals for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or fewer firms respond to the Solicitation, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to) approve the recommendation, reject the recommendation, and direct staff to re-advertise the solicitation, review the responses themselves, request oral presentations, and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

C. Required Proposal Submittal

Sealed proposals shall be submitted electronically through the eBid System on or before the due date/time stated above. The Proposer shall upload the response as one (1) file to the eBid System. The file size for uploads is limited to 250 MB. If the file size exceeds 250 MB, the response must be split and uploaded as two (2) separate files.

Information to be included in the proposal: In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with the sections clearly labeled:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of the contact person, and the date.

Table of Contents:

Include a clear identification of the material by section and by page.

Letter of Transmittal:

Briefly state the Proposer's understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s)

who will be authorized to make representations for the Proposer, their title(s), office, and email addresses and telephone numbers. Please limit this section to two pages.

Technical Proposal:

Elaborate responses beyond that sufficient to present a complete and effective response to the solicitations are not desired and may be construed as an indication of the Proposer's lack of cost consciousness. Unless specifically requested in the solicitation, elaborate artwork, corporate brochures, lengthy narratives, and other extraneous presentation materials are neither necessary nor desired.

Your proposal shall fully address the following issues in concise narrative form. Each issue should be referenced and presented in the following order:

Tab 1:Qualifications of the Firm

- a) Provide a description and history of the firm focusing on previous governmental experience. Only past experience as the prime contractor with local governments will be considered. Personal qualifications of staff with past debris monitoring experience will be considered regardless of the actual tenure with the proposing firm. The City will accept and consider proposals from all firms with professionals that meet the qualifications defined in the Technical Proposal section of the RFP. Resumes must be provided. State and federal contracts that do not reflect direct contractual obligations to perform services on behalf of the sub-grantee will not be considered to be past local government experience. Firm qualifications must include, at minimum, the following:
 - i. Documented knowledge and experience coordinating with Federal, State, and Local emergency agencies.
 - ii. Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA, FHWA, and NRCS.
 - iii. Experience with special disaster recovery program management services, including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.
 - iv. Discussion of specific instances in the last ten (10) years whereby a client's documentation/reimbursed amounts were challenged by a funding agency, and the firm or its personnel assisted in resolving said disputes to the advantage of the client. Please indicate the client name(s) and disaster to which this may have related. In addition, please discuss instances in the last ten (10) years whereby you were engaged for the scope of services herein, whereby a client may have been required to return federal or state funding.
 - v. Discuss any litigation within the past five (5) years arising out of your firm's

performance as it relates to the scope of services being solicited herein. Include litigation status/outcome.

- vi. Documented knowledge and experience regarding the Office of Management and Budget regulations, specifically those pertaining to administrative requirements, cost principles, and audit requirements outlined in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

- b) Provide at least five (5) references for which the firm has performed services over the past 10 years, which are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone number, and contract date.

Tab 2: Qualifications of Staff and References

Provide an organizational chart, resumes, and a summary of staff qualifications. Key project staff (management staff including, but not limited to, project manager, FEMA reimbursement specialist, data manager, etc.) must be full-time employees of the proposing firm and have experience working for the Proposer in the following:

- i. Documented knowledge and experience of Federal, State, and Local emergency agencies, state and federal programs, funding sources, and reimbursement processes.
- ii. Experience with special disaster recovery program management services, including private property/right-of-entry (ROE) work, waterways clean-up and reimbursement, sand recovery and beach remediation, leaning tree and hanging limb removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, and hauler invoice reconciliation and contracting, and FEMA appeals assistance.
- iii. References. History and performance of firm/project team on similar projects.

Tab 3: Technical Approach

Provide a description of the Proposer's approach to the project, including startup procedures/requirements, billing/invoice reporting procedures to FEMA and the City.

THIS SPACE IS BLANK INTENTIONALLY

Tab 4: Cost Proposal

Each Proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The cost proposal will be evaluated based on the hourly rates submitted on the form for the labor positions listed. All projected costs for non-labor will be billed to the City at cost, without markup. Supporting documentation must be submitted for such expenses.

COST PROPOSAL FORM/FEE SCHEDULE

Positions	Hourly Rate
Project Manager	\$ _____
Operations Managers	\$ _____
GIS Analyst	\$ _____
Sr Grant Management Specialist	\$ _____
Grant Management Specialist	\$ _____
Environmental Specialist	\$ _____
Subject Matter Expert	\$ _____
Sr. Planner	\$ _____
Planner	\$ _____
Administrative Support Assistant	\$ _____
Billing/Invoice Analysts	\$ _____
Data Manager	\$ _____
Public Assistance Coordinator	\$ _____
FEMA/FHWA Specialist	\$ _____

NOTE:

(1) Estimated hours are NOT intended to represent the actual contract amount but are an estimate of a typical work month and will be used for the sole purpose of evaluating proposals.

The City uses a mathematical formula to allocate cost points to each responsive, responsible Proposer. The lowest, responsive, and responsible Proposer receives the maximum allowable points. When using this formula, a Proposer who submits a cost or fee two times greater than the cost/fee of the lowest responsive, responsible Proposer shall receive zero points for cost.

REGARDING PRICE: The firm providing the lowest cost to the City shall receive the maximum number of Cost Proposal points. Points shall be awarded to other Proposers in the following manner:

2nd Lowest Proposer:

2nd lowest cost – lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points – Z = points assigned to 2nd Lowest

Example:

Lowest cost = \$1000 2nd lowest cost = \$1250 Total available points = 15

1250 – 1000 = 250

250 / 1000 = .25

.25 x 15 = 3.75

15 – 3.75 = 11.25 points to 2nd lowest bidder

Tab 5: Attachments

Insert proof of being licensed to do business in the State of Florida. A printout from the Florida Department of State Sunbiz website is acceptable-- (<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>), and any other attachments pertinent to your response. **SEE ALL RESPONSES ATTACHMENTS INCLUDED IN THE EBID SYSTEM “RESPONSES ATTACHMENTS TAB”**

Tab 6: Initialed City Documents or Forms

The RFP Proposal Signature Page must be completed, signed, and returned. The Proposer should return all RFP pages, initialed where indicated, and any required addendum acknowledgment forms.

YOUR OVERALL SCORE DEPENDS ON HOW THESE ITEMS ARE ADDRESSED. IF LITTLE OR NO INFORMATION IS PROVIDED, YOUR PROPOSAL SHALL NOT BE FAVORABLY CONSIDERED.

City Forms:

The Proposer Information Page Form and any other required forms must be completed and submitted electronically through the City’s eBid System. The City reserves the right to request additional information to ensure the Proposer is financially solvent, has sufficient financial resources to perform the contract, and shall provide proof thereof of its financial solvency. The City may as at its sole discretion, ask for additional evidence of economic solvency, including additional documents post-proposal opening and prior to evaluation that demonstrate the Proposer’s ability to perform the resulting contract and provide the required materials and/or services.

Bid Bond

~~The Proposal must be accompanied by a Bid Bond (Proposal Bond) issued on a form by a surety satisfactory to the City for 5% of the bid amount or in the form of a cashier’s check issued to the City of Pompano Beach, Florida.~~

~~The Bid Bond of the Successful Proposer will be retained until such Proposer has executed an Agreement and furnished the required contract security (Performance and Payment bonds.) Suppose the Successful Proposer fails to execute and deliver the Agreement and~~

~~furnish the required contract security within twenty-one (21) calendar days after receipt of the contract documents from the City. In that case, the City may annul the contract award, and if this occurs, the Proposal Bond of that Proposer will be forfeited.~~

Reviewed and Audited Financial Statements:

Proposers shall be financially solvent and appropriately capitalized to be able to service the City for the duration of the contract. Proposers shall provide a complete financial statement of the firm's most recent audited financial statements, indicating the organization's financial condition. Must be uploaded to the Response Attachments tab in the eBid System as a separate file titled "Financial Statements" and marked "CONFIDENTIAL."

Financial statements provided shall not be older than twelve (12) months prior to the date of filing this solicitation response. The financial statements must be reviewed and submitted with any accompanying notes and supplemental information. The City of Pompano Beach reserves the right to reject financial statements in which the financial condition shown is twelve (12) months or more prior to the date of submittal.

The City is a public agency subject to Chapter 119, Florida's Public Records Law, and is required to provide the public with access to public records. However, financial statements required as submittals to prequalify for a solicitation will be exempt from public disclosure.

The City reserves the right to request additional information to ensure the Proposer is financially solvent, has sufficient financial resources to perform the contract, and shall provide proof thereof of its financial solvency. The City may as, at its sole discretion, ask for additional evidence of financial solvency, including additional documents post-proposal opening and prior to evaluation that demonstrate the Proposer's ability to perform the resulting contract and provide the required materials and/or services.

A combination of two (2) or more of the following may substitute for audited financial statements:

- 1) Bank letters/statements for the past 3 months
- 2) Balance sheet, profit and loss statement, cash flow report
- 3) IRS returns for the last 2 years
- 4) Letter from CPA showing profits and loss statements (certified)

D. Insurance Requirements

The Proposer shall not commence services under the terms of this Agreement until certification or proof of insurance detailing terms and provisions have been received and approved in writing by the City's Risk Manager. If you are responding to a bid and have questions regarding the insurance requirements hereunder, please contact the City's Procurement and Contracts Department at (954) 786-4098. If the contract has already been awarded, please direct any queries and proof of the requisite insurance coverage to City staff responsible for oversight of the subject project/contract.

PROPOSER is responsible to deliver to the CITY for timely review and written approval/disapproval Certificates of Insurance which evidence that all insurance required

hereunder is in full force and effect and which name on a primary basis, the CITY as an additional insured on all such coverage. **Such policy or policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida. The policies shall be written on forms acceptable to the City's Risk Manager, meet a minimum financial A.M. Best and Company rating of no less than Excellent, and be part of the Florida Insurance Guarantee Association Act. No changes are to be made to these specifications without prior written approval of the City's Risk Manager.**

Throughout the term of this Agreement, CITY, by and through its Risk Manager, reserve the right to review, modify, reject or accept any insurance policies required by this Agreement, including limits, coverages or endorsements. CITY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition or failure to operate legally.

Failure to maintain the required insurance shall be considered an event of default. The requirements herein, as well as CITY's review or acceptance of insurance maintained by PROPOSER, are not intended to and shall not in any way limit or qualify the liabilities and obligations assumed by PROPOSER under this Agreement.

Throughout the term of this Agreement, PROPOSER and all subcontractors or other agents hereunder, shall, at their sole expense, maintain in full force and effect, the following insurance coverages and limits described herein, including endorsements.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees) or the state in which the work is to be performed or of the state in which PROPOSER is obligated to pay compensation to employees engaged in the performance of the work. PROPOSER further agrees to be responsible for its employees' employment, control, and conduct and for any injury sustained by such employees during their employment. **IF LESS THAN FOUR (4) EMPLOYEES, PLEASE PROVIDE THE WORKERS COMPENSATION WAIVER (Attachment K).**

2. Liability Insurance.

(a) Naming the City of Pompano Beach as an additional insured as City's interests may appear, on General Liability Insurance only, relative to claims which arise from PROPOSER's negligent acts or omissions in connection with PROPOSER's performance under this Agreement.

(b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

Type of Insurance	Limits of Liability
GENERAL LIABILITY:	Per Occurrence/Aggregate
* Policy to be written on a claims occurrence basis	
	\$1,000,000 \$2,000,000

XX	comprehensive form and property damage	bodily injury
XX	premises - operations and property damage	bodily injury
XX	explosion & collapse	hazard
XX	underground hazard	
XX	products/completed	bodily injury
	and property damage combined	operations
	hazard	
XX	contractual insurance and property damage combined	bodily injury
XX	broad form property damage	bodily injury and property damage combined
XX	independent contractors	personal injury
XX	personal injury	
—	CG2010 ongoing operations (or its' equivalent)	
—	CG 2037 completed operations (or its' equivalent)	
—	sexual abuse/molestation	
	Minimum \$1,000,000 Per Occurrence and Aggregate	

AUTOMOBILE LIABILITY:

Minimum coverage: \$10K/\$20K/\$10K Bodily injury (each person),
bodily injury (each accident), property damage, and property damage
combined.

XX	comprehensive form
XX	owned
XX	hired
XX	non-owned

REAL & PERSONAL PROPERTY

* Policy to be written on a claims occurrence basis comprehensive
form

Agent must show proof they have this coverage.

PROFESSIONAL LIABILITY

Per Occurrence Aggregate

* Policy to be written on a claims-made basis

XX	professional liability /\$1,000,000	\$1,000,000
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(c) If Professional Liability insurance is required, PROPOSER agrees the indemnification and hold harmless provisions of Section 12 of the Agreement shall survive the termination or expiration of the Agreement for a period of three (3) years unless terminated sooner by the applicable statute of limitations.

CYBER LIABILITY Per OccurrenceAggregate
* Policy to be written on a claims occurrence basis \$1,000,000
/\$1,000,000

__ Network Security / Privacy Liability
__ Breach Response / Notification Sublimit (minimum limit of 50% of policy aggregate)
__ Technology Products E&O - \$1,000,000 (only applicable for vendors supplying technology-related services and or products)
__ Coverage shall be maintained in effect during the period of the Agreement and for not less than four (4) years after termination/ completion of the Agreement.

3. Employer's Liability. PROPOSER and all subcontractors shall, for the benefit of their employees, provide, carry, maintain and pay for Employer's Liability Insurance in the minimum amount of One Hundred Thousand Dollars (\$100,000.00) per employee, Five Hundred Thousand Dollars (\$500,000) per aggregate.

4. Policies: Whenever, under the provisions of this Agreement, insurance is required of the PROPOSER, the PROPOSER shall promptly provide the following:

- (a) Certificates of Insurance evidencing the required coverage;
- (b) Names and addresses of companies providing coverage;
- (c) Effective and expiration dates of policies; and
- (d) A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.

Insurance Cancellation or Modification. Should any required insurance policies be canceled before the expiration date or modified or substantially modified, the issuing company shall provide thirty (30) days' written notice to the CITY.

Waiver of Subrogation. PROPOSER hereby waives any and all rights of subrogation against the CITY, its officers, employees, and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement. Proposer shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall

not apply to any policy which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should PROPOSER enter into such an agreement on a pre-loss basis.

E. Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, action, neglect, or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

F. Right to Audit

Contractor's records which shall include but not be limited to accounting records, written policies and procedures, computer records, disks and software, videos, photographs, subcontract files (including proposals of successful and unsuccessful bidders), originals estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this contract (all the foregoing hereinafter referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by Owner's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the contractor or any of his payees pursuant to the execution of the contract. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this contract.

For the purpose of such audits, inspections, examinations and evaluations, the Owner's agent or authorized representative shall have access to said records from the effective date of this contract, for the duration of the Work, and until 5 years after the date of final payment by Owner to Consultant pursuant to this contract.

Owner's agent or its authorized representative shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. Owner's agent or its authorized representative shall give auditees reasonable advance notice of intended audits.

The contractor shall require all subcontractors, insurance agents, and material suppliers (payees) to comply with this article's provisions by inserting the requirements hereof in any written contract agreement. Failure to obtain such written contracts that include such provisions shall be reason to exclude some or all of the related payees' costs from amounts payable to the Contractor pursuant to this contract.

G. **Retention of Records and Right to Access**

The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:

- a. Keep and maintain public records required by the City in order to perform the service;
- b. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law;
- d. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City; and
- e. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City upon request from the City's custodian of public records in a format compatible with the City's information technology systems.

H. **Communications**

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications that are in writing from the City may be considered as duly authorized expressions on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

I. **No Discrimination**

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

J. **Independent Contractor**

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm

and subject to supervision by the firm and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies, and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

K. Staff Assignment

The City of Pompano Beach reserves the right to approve or reject, for any reason, Proposer's staff assigned to this project at any time. Background checks may be required.

L. Contract Terms

The contract resulting from this Solicitation shall include, but not be limited to the following terms:

- The initial term of this contract shall commence on the date of the approval for the City Commission and shall continue in effect for a period of three (3) years, unless terminated earlier in accordance with the terms of this Agreement. Upon the expiration of the initial term, the Contract may be renewed for up to two (2) additional one (1) year periods ("Renewal Terms"), provided that the Vendor provides written notice of its intent to renew at least 90 days prior to the expiration of the then-current term. The renewal(s) shall be subject to the same terms and conditions as set forth herein unless otherwise mutually agreed in writing prior to the renewal date.
- The contract shall include, at a minimum, the entirety of this Solicitation document and the successful Proposer's proposal. The City of Pompano Beach City Attorney shall prepare the contract.
- If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.
- "Sample Contract," includes the City's proposed term for the Contract. Any questions or concerns about the terms and conditions of the contract Proposers may have shall be addressed during the questions period (see section S below). At its sole discretion, the City reserves the right to consider proposals that object to the terms and conditions of the sample contract as non-responsible. City may award a second contract upon expiration of the initial contract for up to five years at its sole discretion.

M. Waiver

It is agreed that no waiver or modification of the contract resulting from this Solicitation, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or

obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

N. Survivorship Rights

This contract resulting from this Solicitation shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representatives, successors, and assigns.

O. Manner of Performance

Proposer agrees to perform its duties and obligations under the contract resulting from this Solicitation professionally and in accordance with all applicable local, federal, and state laws, rules, and regulations.

Proposer agrees that the services provided under the contract resulting from this Solicitation shall be provided by educated, trained and experienced, certified, and licensed employees in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all licenses, permits, registrations, authorization, or certifications required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

P. Acceptance Period

Proposals submitted in response to this Solicitation must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

Q. Conditions and Provisions

The completed proposal (together with all required attachments) must be submitted electronically to City on or before the time and date stated herein. All Proposers, by electronic submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this solicitation as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Proposer's response shall not contain any alteration to the document posted other than entering data in spaces provided or including attachments as necessary. By submission of a response, Proposer affirms that a complete set of bid documents was obtained from the eBid System or from the Procurement and Contracts Department only and no alteration of any kind has been made to the solicitation. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this solicitation. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this solicitation, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions, reject all proposals, or award a contract for the items herein, in part or whole, if it is determined to be in the City's best interests.

The City shall not be liable for any costs incurred by the Proposer in preparing proposals or for any work performed in connection therein.

R. Standard Provisions – Terms and Conditions

1. Governing Law

Any agreement resulting from this Solicitation shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

2. Licenses

In order to perform public work, the successful Proposer shall:
Be licensed to do business in Florida, if an entity, and hold or obtain such Contractor' and Business Licenses if required by State Statutes or local ordinances.

3. Conflict of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

4. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

5. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section

287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

6. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

7. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

8. Familiarity with Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this Solicitation. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

9. Withdrawal of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

10. Composition of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

11. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida

Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

12. Public Records

- a. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law, as amended. Specifically, the Contractor shall:
 - i. Keep and maintain public records required by the City in order to perform the service;
 - ii. Upon request from the City's custodian of public records, provide the City with a copy of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law;
 - iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the City; and
 - iv. Upon completion of the contract, transfer, at no cost to the City, all public records in possession of the Contractor, or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records in a format compatible with the City's information technology systems.
- b. Failure of the Contractor to provide the above-described public records to the City within a reasonable time may subject the Contractor to penalties under 119.10 Florida Statutes, as amended.

PUBLIC RECORDS CUSTODIAN

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK
100 W. Atlantic Blvd., Suite 253
Pompano Beach, Florida 33060
(954) 786-4611**

S. Questions and Communication

All questions regarding the Solicitation are to be submitted using the Questions feature in the eBid System. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Addenda will be posted to the solicitation in the eBid System, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

T. Addenda

The issuance of a written addendum or posting of an answer in response to a question submitted using the Questions feature in the eBid System are the only official methods whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the addendum will be issued via the eBid System. It shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Procurement and Contracts Director at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal. Addenda will be posted to the solicitation in the eBid System.

U. Cone of Silence

This solicitation is subject to the "Cone of Silence," which imposes certain restrictions on communications concerning the solicitation process. The Cone of Silence shall take effect once this solicitation is released to the General Public. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." (F.S 287.057 (25)).

Any Proposer or lobbyist for a Proposer is prohibited from having any communications concerning any solicitation for a competitive procurement with any member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee after Procurement and Contracts releases a solicitation to the General Public. All communications must go through the Procurement and Contracts Department staff. No other member of the City Commission, City Clerk, City Manager's Office, any Evaluation Committee Member, or any other City of Pompano Beach employee should be contacted concerning this solicitation. Any information that amends any portion of this solicitation received by any method other than an Addendum issued to the solicitation is not binding on the City of Pompano Beach.

V. Protest Procedures

The Protest Procedures established within the Procurement and Contracts Procedures Manual and Section 120.57, Florida Statutes must be followed to file a valid Protest to this solicitation. Protests concerning the proposed solicitation award must be filed in writing with the Procurement and Contracts Director to be considered. They may only be filed by

bidders or Proposers whom the solicitation or award may aggrieve. The initial protest must be addressed to the following:

**Director of Procurement and Contracts,
City of Pompano Beach
1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060**

ATTRIBUTES

The following is the list of all attributes that need to be confirmed through the eBid system Attributes Tab:

- Attribute 1 - Local Business
- Attribute 2 - Drug-Free Workplace
- Attribute 3 - Terms & Conditions
- Attribute 4 - Acknowledgment of Addenda
- Attribute 5 - Conflict of Interest
- Attribute 6 - Hold Harmless and Indemnification

RESPONSE ATTACHMENTS

The following is the list of all Response Attachments that need to be uploaded to the eBid system Response Attachments Tab:

- Proposal - Electronic version of the proposal.
- Local Business Program Forms - The Local Business Program Forms from the attachments tab must be completed and uploaded to this tab.
- Financial Statements - Attach financial statements to the Response Attachment Tab and label them "CONFIDENTIAL." Do not include confidential financial statements in your proposal.
- Sunbiz Registration - Insert proof of being licensed to do business in the State of Florida. A printout from the Florida Department of State Sunbiz website is acceptable.
- ~~Bid Bond Form – The bid Bond Form from the Attachments tab must be completed and uploaded to the Response Attachment Tab.~~
- W9 Request for Taxpayer Identification Number and Certification
- Proposer Information Page Form.
- Attachment E - References



Procurement and Contracts Department

Mary Rivero, Director

mary.rivero@copbfl.com

RFP #: RFP25-035 Tentative City Commission Meeting Date*: TBD

RFP Title: Comprehensive Disaster Recovery Consulting Services # Notified: 219 # Downloaded: 16

of Responses Rec'd: 4 # of "No Bids": 2

For: Fire Department RFP Opening Date: 05/14/2025
(Department)

POSTING OF RFP RECOMMENDATION/TABULATION: RFP Recommendations and Tabulations will be posted in the eBid System, IonWave, and will remain posted for 72 hours. Any person who may be adversely affected by the decision or intended decision shall file a notice of protest in writing within 72 hours of posting the notice of the decision or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed. Failure to file a notice of protest or a formal written protest shall constitute a waiver of proceedings under this chapter. Section 120.57(3)(b), Florida Statutes, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based." Saturdays, Sundays, state holidays, and days when the City is closed shall be excluded from the computation of the 72-hour time period provided. Filings shall be at the office of the Director of Procurement and Contracts, 1010 NE 3rd Avenue, Building C, Pompano Beach, FL 33060. Any person who files an action protesting an intended decision shall post with the City, at the time of filing the formal written protest, a protest bond, payable to the City of Pompano Beach, Florida, in an amount equal to one percent (1%) of the estimated value of the contract. Failure to submit the protest bond within the time allowed for filing a bond shall constitute a waiver of the right to protest. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

(*) The Cone of Silence, as stated in the RFP, is in effect until the City Commission approves it. The City Commission meeting date stated above is tentative. Confirm with the Purchasing Agent of record for the actual date the Cone of Silence has concluded.

RECOMMENDATION TABULATION

The City of Pompano Beach, Florida, received three (3) proposals for RFP25-024 Comprehensive Disaster Recovery Consulting Services, with the following results:

Proposer	Score	Ranking
GrantWorks	429	Highest Ranked
Integrated Solution Consulting	383	2nd Highest Ranked
Disaster Program & Operations	370	3rd Highest Ranked
Witt O'Brien's LLC	318	4th Highest Ranked

Under Section B of the RFP, "A Selection/Evaluation Committee will be appointed to select the most qualified firm(s)". The Evaluation Committee recommended awarding contracts to the two highest-ranked firms. All four proposers met all the criteria outlined in the bidding documents and were declared responsive and responsible.

The review of all proposals received confirmed that the four proposals meet all the requirements outlined in the RFP. GrantWorks and Integrated Solution Consulting are the highest-ranked proposers; therefore, they are each recommended for an award.

By: Jeffrey English Date: 06/26/2025
(Purchasing Agent)

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) GrantWorks Inc	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 2201 Northland Drive	Requester's name and address (optional)
	6 City, state, and ZIP code Austin, TX 78756	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

	Social security number												
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	or												
	Employer identification number												
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7	6	-	0	4	4	6	2	2	0				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 1/2/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Bid Title: RFP25-035 Comprehensive Disaster Recovery Consulting Services
The City of Pompano Beach, Florida

ATTACHMENT E – REFERENCES

MUST BE COMPLETED BY ALL PROPOSERS

Company Name: GrantWorks, Inc.

List the minimum number of required references as stated in the Special Conditions which show experience in similar work, to include nature and scope of work, which demonstrates an expertise in providing the services as stated herein. Provide scope of work, name of firm, contact name, E-mail, telephone number and date(s) of service.

REFERENCE 1			
Name of Firm:	City of Venice, Florida		
Contact Person:	Linda Senne, CPA, CGFM, Finance Director		
Contact's Email:	lsenne@venicefl.gov		
Contact's Phone:	941-882-7421	Date(s) of Service:	October 2024 – October 2027
Scope of Work:	GrantWorks is currently providing the City of Venice with FEMA Public Assistance grant management services for Hurricane Helene, with damage estimated at \$7 million, and Hurricane Milton, with damage estimated at \$11.5 million.		

REFERENCE 2			
Name of Firm:	City of Edgewater, Florida		
Contact Person:	Bridgette Vaissiere, Finance Director		
Contact's Email:	bvaissiere@cityofedgewater.org		
Contact's Phone:	386-424-2400, Ext. 1301	Date(s) of Service:	August 2024 – Present
Scope of Work:	GrantWorks serves as the City of Edgewater's technical consultant for FEMA Public Assistance and Hazard Mitigation grant administration on an as-needed basis. In response to damage sustained during Hurricane Milton, we are currently supporting the City in managing its FEMA Public Assistance grants and preparing project submissions to capture approximately \$600,000 in eligible recovery costs.		

REFERENCE 3			
Name of Firm:	Brazoria County, Texas		
Contact Person:	Joe Ripple, CFM, Floodplain Administrator		
Contact's Email:	joer@brazoriacountytx.gov		
Contact's Phone:	979-864-1272	Date(s) of Service:	November 2018 – May 2026
Scope of Work:	Brazoria County engaged GrantWorks to provide pre-award grant application assistance, post-award grant administration, and project management services to mitigate housing damage exposure during future disaster events.		

ATTACHMENT E – REFERENCES

MUST BE COMPLETED BY ALL PROPOSERS

Company Name: Emergent Risk Solutions, LLC

List the minimum number of required references as stated in the Special Conditions which show experience in similar work, to include nature and scope of work, which demonstrates an expertise in providing the services as stated herein. Provide scope of work, name of firm, contact name, E-mail, telephone number and date(s) of service.

REFERENCE 1

Name of Firm:	School District of Lee County, Florida		
Contact Person:	Joseph Mascali, Project Manager		
Contact's Email:	jmascali@framegrp.com		
Contact's Phone:	917-399-6187	Date(s) of Service:	October 2022 – Present
Scope of Work:	The School District of Lee County engaged ERS to develop and implement program management services to resolve various insurance claims and assist with FEMA Public Assistance, FEMA Hazard Mitigation, HUD CDBG-DR, and various state programs. Efforts included managing a disaster portfolio of over 120 campuses and 1,000 buildings.		

REFERENCE 2

Name of Firm:	Louisiana Governor's Office of Homeland Security & Emergency Preparedness		
Contact Person:	Jeff Eicholz, Project Manager		
Contact's Email:	jaeichholz@sulzergroup.com		
Contact's Phone:	614-266-0614	Date(s) of Service:	October 2018 – Present
Scope of Work:	GOHSEP engaged Emergent Risk Solutions (ERS) to provide targeted technical assistance designed to enhance policy interpretation, promote consistent application of federal guidelines, and support strategic decision-making. ERS' scope of work includes program implementation, delivery, management, administration, policy enforcement, and closeout, ensuring that all federal requirements are met.		

REFERENCE 3

Name of Firm:			
Contact Person:			
Contact's Email:			
Contact's Phone:		Date(s) of Service:	
Scope of Work:			

Bid Title: RFP25-035 Comprehensive Disaster Recovery Consulting Services
The City of Pompano Beach, Florida

ATTACHMENT E – REFERENCES

MUST BE COMPLETED BY ALL PROPOSERS

Company Name: iParametrics, LLC

List the minimum number of required references as stated in the Special Conditions which show experience in similar work, to include nature and scope of work, which demonstrates an expertise in providing the services as stated herein. Provide scope of work, name of firm, contact name, E-mail, telephone number and date(s) of service.

REFERENCE 1			
Name of Firm:	Town of Nags Head, North Carolina		
Contact Person:	Randy Wells, Chief, Town of Nags Head Fire Department		
Contact's Email:	randy.wells@nagsheadnc.gov		
Contact's Phone:	252-449-2018	Date(s) of Service:	April 2023 – January 2024
Scope of Work:	iParametrics was tasked with updating their current Emergency Operations Plan (EOP) and creating an Emergency Operations Center (EOC) guidebook and eight playbooks for scenarios including tropical weather, cyber security, active shooter, and disaster recovery for each department that supports the EOC.		

REFERENCE 2			
Name of Firm:	Metro Portland, Oregon		
Contact Person:	Susan Baxter-Harwel, Parks & Nature Superintendent	February 2022 – July 2022	
Contact's Email:	susan.baxter-harwell@oregonmetro.gov		
Contact's Phone:	503-546-1261	Date(s) of Service:	
Scope of Work:	iParametrics developed a planning template for all the parks and cemeteries that Metro oversees, based on an Emergency Response Plan created by Metro for one of their natural areas. Following the plan development, the team led training, tabletop exercises, and functional exercises to train staff on their implementation.		

REFERENCE 3			
Name of Firm:			
Contact Person:			
Contact's Email:			
Contact's Phone:		Date(s) of Service:	
Scope of Work:			



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Foreign Profit Corporation
GRANTWORKS, INC.

Cross Reference Name

GRANTWORKS, INC.

Filing Information

Document Number	F21000004366
FEI/EIN Number	76-0446220
Date Filed	07/28/2021
State	TX
Status	ACTIVE
Last Event	DROPPING DBA
Event Date Filed	08/07/2023
Event Effective Date	NONE

Principal Address

2201 Northland Drive
Austin, TX 78756

Changed: 03/26/2025

Mailing Address

2201 Northland Drive
Austin, TX 78756

Changed: 03/26/2025

Registered Agent Name & Address

CT CORPORATION
1200 S PINE ISLAND RD
PLANTATION, FL 33324

Officer/Director Detail

Name & Address

Title Secretary

Spitzengel, Bruce
2201 Northland Drive
Austin, TX 78756

Title Director

Spitzengel, Bruce
2201 Northland Drive
Austin, TX 78756

Title President/CEO

Spitzengel, Bruce
2201 Northland Drive
Austin, TX 78756

Title Treasurer/CFO

Spitzengel, Bruce
2201 Northland Drive
Austin, TX 78756

Annual Reports

Report Year	Filed Date
2023	02/28/2023
2024	04/13/2024
2025	03/26/2025

Document Images

03/26/2025 -- ANNUAL REPORT	View image in PDF format
04/13/2024 -- ANNUAL REPORT	View image in PDF format
08/07/2023 -- Dropping Alternate Name	View image in PDF format
02/28/2023 -- ANNUAL REPORT	View image in PDF format
02/25/2022 -- ANNUAL REPORT	View image in PDF format
07/28/2021 -- Foreign Profit	View image in PDF format



RFP25-035 Addendum 4

GrantWorks

Supplier Response

Event Information

Number: RFP25-035 Addendum 4
Title: Comprehensive Disaster Recovery Consulting Services
Type: Request for Proposals
Issue Date: 4/9/2025
Deadline: 5/14/2025 02:00 PM (ET)
Notes: The City is seeking proposals from qualified firms to provide Comprehensive Disaster Recovery Consulting Services to the City on a standby basis. Proposals must be submitted electronically through the eBid System on or before the due date/time stated above. Any proposal received after the due date and time specified, will not be considered.

The City requires disaster recovery management services to support emergency planning, training, and public assistance consulting services as outlined below. As such, the Consultant should be capable of providing a range of related services as needed and ordered by the City. Other services may include but are not limited to, facilitating communication with FEMA, FHWA, the State of Florida, and other state and federal agencies, coordination with state insurance representatives, pre-event planning and post-event reconstruction, grant funding, and reimbursement services.

Proposers must be registered on the City's eBid System in order to view the solicitation documents and respond to this solicitation. The complete solicitation document can be downloaded for free from the

eBid System as a PDF at: [IonWave](#) The City is not responsible for the accuracy or completeness of any documentation the Proposer receives from any source other than from the eBid System. Proposer is solely responsible for downloading all required documents. A list of Proposers will be read aloud in a public forum.

Contact Information

Contact: Eric Seifer
Address: Procurement and Contracts
1190 NE 3 Avenue
Building C
Pompano Beach, FL 33060
Email: eric.seifer@copbfl.com

GrantWorks Information

Contact: Brittany Hymel
Address: 2201 Northland Dr
Austin, TX 78756
Phone: (122) 522-9578
Email: brittany.hymel@grantworks.net

By submitting this Response I affirm I have received, read and agree to the all terms and conditions as set forth herein. I hereby recognize and agree that upon execution by an authorized officer of the City of Pompano Beach, this Response, together with all documents prepared by or on behalf of the City of Pompano Beach for this solicitation, and the resulting Contract shall become a binding agreement between the parties for the products and services to be provided in accordance with the terms and conditions set forth herein. I further affirm that all information and documentation contained within this response to be true and correct, and that I have the legal authority to submit this response on behalf of the named Supplier (Offeror).

Brittany Hymel

Signature

Submitted at 5/14/2025 01:11:04 AM (ET)

brittany.hymel@grantworks.net

Email

Requested Attachments

Proposal

GW Proposal-RFP 25-035
Pompano Beach, FL DR
Consulting Services 05-14-25.pdf

Electronic version of proposal must be uploaded to the Response Attachments tab. The file size for uploads is limited to 250 MB. If the file size exceeds 250 MB the response must be split and uploaded as two (2) separate files.

Financial Statements

GW Proposal-Financial
Statements CONFIDENTIAL 05-
14-25.pdf

To permit the City to comply with Section 119.071 of Florida Statutes, exempting financial statements from public records, please do not include confidential financial statements in your proposal. Attach financial statements here, and label them "CONFIDENTIAL."

SunBiz Registration

GW Proposal-SunBiz Registration
05-14-25.pdf

Insert proof of being licensed to do business in the State of Florida. A printout from the Florida Department of State Sunbiz website is acceptable-- (<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>), and any other attachments pertinent to your response.

Attachment H - W9 Request for Taxpayer Identification Number and Certification

GW Proposal-2025 W-9 Form 05-
14-25.pdf

Proposer Information Page Form

GW Proposal-Proposer
Information Form 05-14-25.pdf

This form must be attached

Attachment K - Workers Compensation Waiver

No response

This form must be submitted if the company has less than 4 employees.

Attachment E - References

GW Proposal-Attachment E-
References 05-14-25.pdf

References. History and performance of firm/project team on similar projects. References and recommendations from previous clients.

Bid Attributes

1	Local Business Is your company a Local Business located within the City of Pompano Beach City Limits as required by the Local Business Program? (A copy of your current City of Pompano Beach Business Tax Receipt may be requested.) <input type="text" value="No"/>
2	Drug-Free Workplace STATEMENT UNDER SECTION 287.087, FLORIDA STATUTES ON DRUG-FREE WORKPLACE REQUESTED INFORMATION BELOW IS ON THE ATTRIBUTES TAB FOR THE RFP IN THE EBID SYSTEM. PROVIDE THIS INFORMATION ELECTRONICALLY. Preference must be given to Contractors submitting certification with their bid or proposal, certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall: (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition. (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations. (3) Give each employee engaged in providing the commodities or contractual services that are under bid, a copy of the statement specified in subsection (1). (4) In the statement specified in subsection (1) notify the employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace, no later than five (5) days after such conviction. (5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted. (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign this statement, I certify that his company/firm complies with the above requirements. By choosing YES, I hereby certify that the company/firm complies with all the above requirements <input type="text" value="Yes"/>
3	Terms & Conditions Check the box indicating you agree to the terms and conditions of this solicitation. <input checked="" type="checkbox"/> Agree
4	Acknowledgement of Addenda Check this box to acknowledge that you have reviewed all addenda issued for this solicitation. <input checked="" type="checkbox"/> Yes

5 Conflict of Interest

For purposes of determining any possible conflict of interest, all bidders must disclose if any City of Pompano Beach employee is also an owner, corporate officer, or employee of their business. Indicate either "Yes" (a City employee is also associated with your business), or "No". (Note: If answer is "Yes", you must file a statement with the Supervisor of Elections, pursuant to Florida Statutes 112.313.) Indicate yes or no below with the drop down menu.

No

6 Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, action, neglect, or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

YES



MAY 14, 2025

RFP NO. 25-035
CITY OF POMPANO BEACH, FLORIDA

COMPREHENSIVE DISASTER RECOVERY CONSULTING SERVICES

RFP NO. 25-035
CITY OF POMPANO BEACH, FLORIDA

COMPREHENSIVE DISASTER RECOVERY CONSULTING SERVICES

MAY 14, 2025

GrantWorks

VALARIE PHILIPP, PE
VICE PRESIDENT, DISASTER RECOVERY PROGRAMS
108 S. MONROE STREET
TALLAHASSEE, FLORIDA 32301
TELEPHONE: 954-644-2202
EMAIL: VALARIE.PHILIPP@GRANTWORKS.NET



Rick Faircloth
Senior Vice President
Cell: 949-705-8542
Email: rick.faircloth@grantworks.net

May 14, 2025

Eric Seifer
Purchasing Supervisor
City of Pompano Beach
Procurement & Contracts Department
1190 N.E. 3rd Avenue, Building C (Front)
Pompano Beach, Florida 33060

Subject: City of Pompano Beach, Florida Request for Proposal (RFP25-035): Comprehensive Disaster Recovery Consulting Services

Dear Mr. Seifer:

Thank you for allowing GrantWorks the opportunity to respond to the City of Pompano Beach's Request for Proposal for Comprehensive Disaster Recovery Consulting Services. GrantWorks is a leading national provider of highly specialized grant administration, project management, and technical assistance services for state and local governments seeking disaster recovery and emergency management support. This proposal demonstrates GrantWorks' deep experience managing every aspect of Federal Emergency Management Agency (FEMA) Public Assistance (PA) and Hazard Mitigation Assistance (HMA) and Federal Highway Administration-Emergency Relief (FHWA-ER) Programs implementation—from initial damage assessment or application development through closeout and audit. We complement our team by adding **Emergent Risk Solutions, LLC and iParametrics, LLC** (collectively the "GrantWorks Team"), who add technical depth and capacity to our offering.

Our dedicated GrantWorks Team offers the City of Pompano Beach the following benefits:

A Partner You Know and Trust

Led by **Valarie Philipp, PE**, a seasoned **Disaster Recovery Project Manager and Subject Matter Expert (SME)**, our team brings the City of Pompano Beach a group of highly qualified professionals with deep experience in FEMA, FHWA, and other disaster recovery programs. Our personnel have successfully supported recovery initiatives throughout Florida and across the United States, including previous and ongoing engagements within the City of Pompano Beach. Valarie will personally serve as **Project Manager** for all assignments under this contract, ensuring continuity, accountability, and a strong partnership. Her leadership offers the City the advantage of an expert who can easily support our team in merging the City of Pompano Beach's operational needs, internal processes, and programmatic preferences. Her familiarity with the City's past and ongoing recovery efforts uniquely positions our team to help **accelerate progress, streamline closeout activities, and support long-term resilience goals.**

Capacity, Experience, and Qualifications You Can Count On

Over the past 40+ years, GrantWorks has successfully managed over \$10 billion in federal and state grant-funded projects and programs for over 720 communities across the country. Our team features former FEMA, HUD, Florida Division of Emergency Management (FDEM), Florida Department of Commerce (FloridaCommerce), and other federal and state agency staff with invaluable regulatory, statutory, and agency institutional knowledge that will support the City while maximizing its recovery efforts and minimizing the compliance complexity and grant administration burdens. We have the proven people, processes, and tools to reliably complete all assignments under this contract in an efficient, cost-effective, and technically sound manner while maintaining a rigorous focus on compliance and being good stewards of public funds.

Tailored Organization and Methodology Aligned with Your Emergency Management Goals

Disasters demand strong coordination between governments, communities, and recovery professionals to assess damages and implement lasting, efficient solutions. Our approach is grounded in experience, technical

competence, responsiveness, clear communication, and trust—the core elements of successful recovery execution. Under the leadership of Valarie Philipp, PE, our team will customize project delivery strategies and management frameworks specifically to meet the City of Pompano Beach’s priorities while aligning with the requirements of each applicable grant program. To support this effort, the team will use GrantWorks 20/20 (GW20/20), our proprietary grant management platform, designed to handle complex, multi-program recovery operations efficiently and transparently. GW20/20 is a secure, credentialed, web-based system offering real-time access to documents, automated workflows, performance dashboards, and seamless communication for users. This powerful tool provides clear visibility into project progress, enhances collaboration, and supports compliance and audit readiness from day one.

Our Commitment to a Stronger, More Resilient Florida

GrantWorks is proud to support emergency response, disaster recovery, and long-term resiliency efforts at both the state and local levels across Florida. We are currently supporting large-scale Hurricane Ian recovery programs in **Sarasota** and **Volusia Counties**, demonstrating our deep-rooted commitment to the communities we serve. As a Board of Governors member of the **Florida Chamber of Commerce**, Platinum Corporate Partner of the **Florida Association of Counties (FAC)**, member of the **Florida Emergency Preparedness Association (FEPA)**, and corporate sponsor of the **Florida League of Cities (FLC)**, GrantWorks is actively engaged in strengthening Florida’s future. These partnerships reflect our investment in the places where we live, work, and serve. It would be both an honor and privilege to support the City of Pompano Beach’s disaster recovery, emergency management, and resiliency initiatives. As Project Executive for this engagement, I am fully committed to ensuring that Valarie Philipp, PE, and her team are equipped with the full backing and resources of the GrantWorks organization. With the right leadership, tools, and experience, we are prepared to help the City meet its goals and advance a comprehensive recovery mission.

We look forward to the opportunity to be of service to the City of Pompano Beach.

Yours sincerely,

GRANTWORKS, INC.



Rick Faircloth
Senior Vice President & Project Executive

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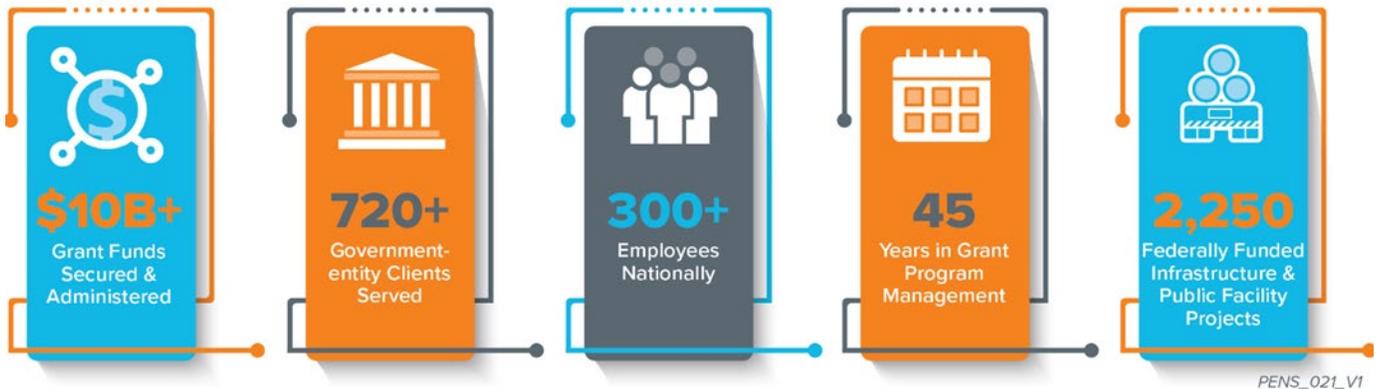
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TAB 1:
QUALIFICATIONS OF THE FIRM

TAB1: QUALIFICATIONS OF THE FIRM

1.1 GrantWorks, Inc. – Prime Consultant

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 720 city, county, and state governments with designing and delivering a wide range of grant-funded projects and programs in disaster recovery, mitigation, coastal protection, community and economic development, housing, infrastructure, and community 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 for our client communities (**Figure 1**).



PENS_02L_V1

Figure 1: GrantWorks By the Numbers

A leading disaster recovery services provider, GrantWorks has managed over \$5.5 billion in FEMA and HUD-funded disaster recovery and mitigation projects and programs over the past ten years alone, including current large-scale Hurricane Ian recovery programs in Sarasota (\$201.5 million Resilient SRQ Program) and Volusia (\$328.9 million Transform386 Program) Counties and additional engagements at the State and local levels across Florida. As a Board of Governors member of the Florida Chamber of Commerce, Platinum Corporate Partner of the Florida Association of Counties (FAC), member of the Florida Emergency Preparedness Association (FEPA), and corporate sponsor of the Florida League of Cities (FLC), GrantWorks is invested in the Florida communities in which we live, work, and play.

1.1.1 A Team You Know and Trust

The City may not be highly familiar with the name “GrantWorks,” but you certainly know some of our team members and the value they bring to the City of Pompano Beach’s disaster recovery and emergency management efforts. **Valarie Philipp, PE**, former Project Manager and trusted advisor to the City during prior recovery efforts, has joined GrantWorks as Vice President of Disaster Recovery Programs. Valarie will personally serve as Project Manager for all engagements resulting from this contract— providing the City a partner with established working relationships with the City’s Leadership, Emergency Management, and Finance Department, as well as other key Department staff responsible for the City’s grants management initiatives, deep institutional knowledge of the City’s requirements, internal processes, organizational and operational preferences, and broad understanding of the City’s past and ongoing recovery projects that will ultimately help accelerate the City’s recovery and closeout efforts for past and future events. Valarie has enlisted



“We can start delivering valuable assistance on Day One.”

— Valarie Philipp, PE

both **Dean Ogan** and **Lynn Storz**, core members of an incumbent team, to join our offering. As experienced City of Pompano Beach FEMA Grant Specialists, their institutional knowledge and technical expertise will greatly benefit the City.

“Our team members have worked with the City since 2012 to support FEMA Public Assistance recovery and provide grant administration, and we are familiar with the City’s structure, staffing, and the level of effort required to help successfully implement and streamline future disaster recovery efforts,” Valarie said. “This means there’s no learning curve. We can start delivering valuable assistance on Day One.”

1.1.2 Comprehensive Funding Agency Experience

GrantWorks has proven experience in 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)
- ▶ Federal Highway Administration (FHWA)
- ▶ U.S. Army Corps of Engineers (USACE)
- ▶ U.S. Department of Housing & Urban Development (HUD)
- ▶ U.S. Environmental Protection Agency (EPA)
- ▶ U.S. Department of Commerce, Economic Development Administration (EDA)
- ▶ U.S. Department of Agriculture (USDA), National Resources Conservation Services (NRCS)
- ▶ U.S. Department of Labor (USDOL)
- ▶ U.S. Department of the Treasury (USDT)
- ▶ U.S. Department of Transportation (USDOT)
- ▶ Florida Department of Commerce (FloridaCommerce)
- ▶ Florida Division of Emergency Management (FDEM)
- ▶ Florida Department of Management Services (DMS), Florida Digital Service (FL[DS])
- ▶ Florida Department of Children & Families (DCF)
- ▶ State Departments of Agriculture
- ▶ State Departments of Environment Protection
- ▶ State Departments of Housing & Community Affairs
- ▶ State Departments of Parks & Wildlife
- ▶ State Departments of Transportation

1.1.3 Innovative Technology



GrantWorks’ proprietary operating platform—GW20/20—ensures sound data management, transparency, and

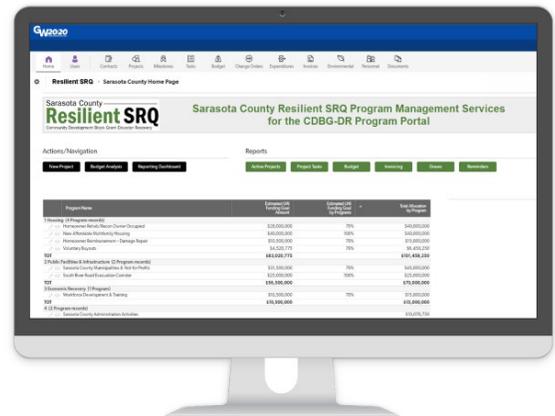
continuous audit readiness. GW20/20 provides real-time communication, information access, workflow automation, program dashboards, and reporting that helps maintain clarity on grant performance. Internally, we will use GW20/20 grant management solution to address the City of Pompano’s projects. GW20/20 synchronizes all relevant grant project data and workflows into a single platform, allowing customized

“ On behalf of the City of Seadrift, I would like to express our sincere appreciation to GrantWorks. GrantWorks has provided outstanding service to our city, and we are truly grateful for their efforts. GrantWorks has been instrumental in assisting the city with disaster preparedness, FEMA program compliance, and grant management annually ever since being awarded the initial contract in 2017. ”



Ranier Brigham
City Mayor Pro-Tem
City of Seadrift
April 2024

PIN_021_V1



interdepartmental use without disrupting existing systems. During project delivery, we will leverage GW20/20's powerful project management tools for program documentation, tracking, reporting, automation, and overall grant administration.

1.1.4 A Strong Local Presence

GrantWorks maintains staff and field office locations throughout the state of Florida. Our Southeastern U.S. Regional Office is in downtown Tallahassee, two blocks from the Florida State Capitol. It is strategically situated to support our operations and clients through our proximity to state government officials, key state agencies, and statewide trade and membership organizations. **Figure 2** illustrates GrantWorks' statewide reach.

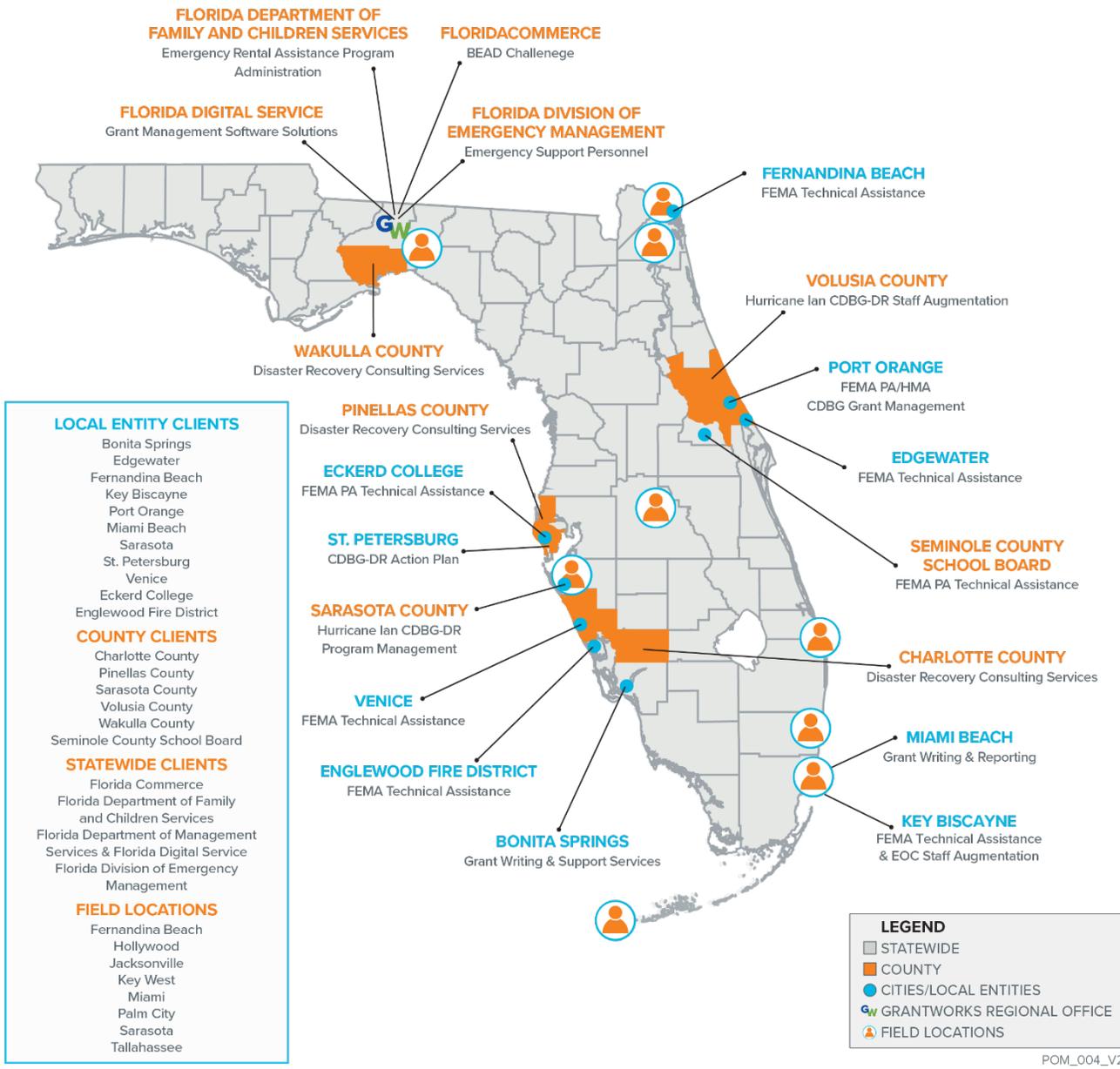


Figure 2: Florida Experience

The GrantWorks Team has strong roots and diverse experience in Florida, with nationally recognized recovery and program management experience. Our combined experienced staff have established multi-level partnerships with Florida governments, stakeholders, and communities through planning, response, and recovery activities at every level.

1.2 Documented Knowledge and Experience Coordinating with Federal, State, and Local Emergency Management Agencies.

To effectively coordinate with federal, state, and local emergency management agencies, the GrantWorks Team possesses a comprehensive blend of education, certifications, practical experience, and interpersonal skills. This combination means we can effectively navigate the complexities of emergency management across various governmental levels for the City of Pompano Beach,

1.2.1 Highly Educated and Trained Staff

Nearly all team members have bachelor’s degrees as a foundational requirement. In addition, 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 had successful careers with federal agencies (including FEMA), local and state government, and grant-related consultancy. Team members have also had FEMA training, including FEMA’s Emergency Management Professional Program, which provides structured learning to acquire essential knowledge, skills, and abilities in the field. As a company, we have a culture of continuous improvement that extends to our team members through regular training, sponsored certification, and abundant opportunities for professional development and growth.

1.2.2 Professional Certifications

As shown in **Figure 3**, nearly half of our staff hold professional accreditations and certifications.



Figure 3: Professional Certifications

1.2.3 Practical Hands-On Experience

The GrantWorks Team's practical experience includes disaster response and recovery, as well as hands-on experience in managing disaster scenarios, including coordination with various federal, state, and local agencies. Our project management experience includes proficiency in overseeing projects, coordinating teams, and ensuring objectives are met across different jurisdictions. We are also familiar with implementing and adhering to policies and procedures at all government levels.

1.2.4 Honed Interpersonal and Communication Skills

After 45 years of business, our team has honed interpersonal and communication skills. Through stakeholder engagement, we have a proven ability to effectively communicate with a diverse range of stakeholders, including

government officials, community leaders, and the public. As part of our culture, we understand and respect cultural differences to ensure inclusive emergency management practices.

1.2.5 Extensive Knowledge of Frameworks and Systems

The GrantWorks Team understands and is knowledgeable of the National Incident Management System (NIMS), which ensures a unified approach to incident management. Our understanding and knowledge of the National Disaster Recovery Framework (NDRF) helps to coordinate recovery efforts effectively. By integrating formal education, certifications, practical experience, and continuous learning, the GrantWorks Team effectively coordinates with emergency management agencies at all levels, ensuring comprehensive and efficient disaster preparedness and response.

1.3 Experience Representing Local Governments with Various State and Federal Funding Sources and Reimbursement Processing, including FEMA, FHWA, and NRCS.

GrantWorks has extensive experience representing local governments with various state and federal funding sources and reimbursement processing, as shown below.

1.3.1 FEMA/State-Administered Grant Programs

- ▶ **FEMA Public Assistance:** 27 projects, Hurricane Florence \$46.5 million, Hurricane Harvey \$22.7 million, Hurricane Laura \$672,000, Hurricane Beryl \$3.5 million, Hurricane Ian \$159 million, Hurricane Idalia \$5.4 million, Hurricane Debby \$1.9 million, Hurricane Helene \$25.7 million, Hurricane Milton \$107.2 million
- ▶ **Emergency Operations Center (EOC) Staff Augmentation:** Florida Division of Emergency Management, Support for Hurricanes Ian and Nicole (sub to KPMG)
- ▶ **Hazard Mitigation Training:** Montana Department of Military Affairs, Disaster and Emergency Services Division
- ▶ **Homeowner Elevations and Reconstructions:** 4 projects, \$65+ million
- ▶ **Hazard Mitigation Plans:** 34+ projects, \$3.5+ million
- ▶ **Critical Facility Generators:** 31+ projects, \$12.1+ million
- ▶ **Warning Sirens:** 8 projects, \$428,489
- ▶ **Community Safe Rooms:** 3 projects, \$6.8 million
- ▶ **Drainage/Infrastructure Improvements:** 2 projects, \$3.3+ million
- ▶ **Building Resilient Infrastructure and Communities (BRIC) Application Success:** 1 project funded, 3 projects with award pending, and 1 selected for the National Competition

1.3.2 HUD CDBG-DR & CDBG-MIT/State-Local Government Administered Grant Programs

- ▶ **CDBG-DR 2022 Hurricane Ian Program Management, Resilient SRQ, Sarasota County, Florida:** \$201.5 million for housing, infrastructure, and public services programs.
- ▶ **CDBG-DR 2022 Hurricane Ian Staff Augmentation Services, Transform386 Strengthening Volusia's Future, Volusia County, Florida:** \$329 million for disaster relief, long-term recovery, restoration of infrastructure, housing, economic revitalization, and mitigation in the most impacted and distressed areas.
- ▶ **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, \$79.9+ 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.
 - › Complete grant administration and project delivery services.
- ▶ **CDBG-CV Community Resiliency Program:** 4 local government projects funded, \$13+ million.

1.3.3 Traditional HUD CDBG Programs/State-Local Government-Administered Grant Programs

- ▶ **CDBG Infrastructure and Non-Rental Housing Program:** Funded and managed over 2,000 local government projects, including:
 - › Texas Capital Fund (Economic Development): 90+ projects, \$50+ million.
 - › Texas Main Street/Downtown Revitalization Program: 54+ projects, \$10+ million.
 - › Community Development Fund: 940+ projects funded, \$283+ million.
 - › Colonia Construction Fund: 115+ projects administered, \$54+ million.
 - › Colonia Planning Fund: 50+ projects completed, \$3+ million.
 - › Disaster Relief Fund: 75+ projects funded, \$24+ million.
 - › Fire, Ambulance, and Services Truck (FAST) Program: 10+ projects, \$5+ million.
 - › Planning Grants: 240+ projects funded, completed, or underway, \$10+ million.

1.3.4 U.S. Department of the Treasury Grant Programs

- ▶ **American Rescue Plan Act of 2021 Program:** 200+ grant administration contracts awarded by cities, counties, and state agencies, 800+ projects managed, \$900 million.
- ▶ **RESTORE Act Program:** 4 projects, \$20.8 million.

1.3.5 U.S. Department of Commerce, Economic Development Administration Grant Programs

- ▶ **Economic Adjustment Assistance & Public Works Program:** GrantWorks has administered over \$16.5 million in EDA EAA grant awards through eight projects.
 - › Concho Valley Regional Fire Training Center, City of San Angelo, TX: \$1.25 million
 - › Publicly Owned Building and Land Project, City of Clarksville, TX: \$1.2 million
 - › Tenaris Manufacturing Facility Infrastructure Project, City of Bay City, TX: \$1.4 million
 - › Water and Sewer System Improvements Project, City of Corsicana, TX: \$500,000
 - › Rockport Center of the Arts, City of Rockport, TX: \$5 million
 - › Workforce Development & Entrepreneurship Center, Aransas County, TX: \$1.7 million
 - › TxDOT SH200 and Emory Bellard Fall Out, City of Ingleside, TX: \$5 million
 - › Northshore Regional Resiliency Collaborative, St. Tammy Parish, LA: \$400,000

1.3.6 Multiple Federal Agencies Grant Programs

- ▶ **Community Project Fund Grant Programs:** GrantWorks is working on four Federal Community Project Fund (CPF) Grant Programs for the following clients.
 - › City of Jacinto City, TX: \$1.95 million Northeast Water Main & Fire Hydrant Improvements under the EPA State and Tribal Assistance Grants (STAG), Drinking Water State Revolving Fund
 - › City of Jacinto City, TX: \$997,365 South Side Water Main & Fire Hydrant Improvements under the HUD Community Project Fund
 - › Churches United for Fair Housing, Inc., New York, NY: \$1.2 million Payroll Support for a Community-Based Nonprofit Offering Housing Support Services to Low-Income Residents of New York City under the HUD Community Project Fund
 - › SUNY Maritime College, Boston, MA: \$800,000 Offshore Wind Energy Training Program, including Equipment under the DOL Community Project Fund
 - › City of Galveston, TX: \$20 million Causeway Waterline and 59th Street Water Storage Tank under FEMA Pre-Disaster Mitigation combined with \$15 million in CDBG-MIT funding

1.3.7 State Department of Management Services

- ▶ **Florida Digital Service (FL[DS]) Cybersecurity Grant Management and Consulting Services:** 173 city and county grant awards under the \$40 million competitive grant program.

1.3.8 State Department of Housing and Community Affairs

- ▶ **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.

1.3.9 State Department of Transportation

- ▶ **County Transportation and Infrastructure Fund:** 70+ clients, 400+ individual projects administered, \$131+ million.
- ▶ **Safe Routes to School Program:** 25+ projects funded, \$14.5+ million.
- ▶ **Surface Transportation Environment and Planning:** \$1 million.
- ▶ **Transportation Enhancement Act for the 21st Century:** \$2.4 million.

1.4 Subconsultant Partners

As shown in **Figure 4**, our subconsultant partners, Emergent Risk Solutions, LLC, and iParametrics, LLC, provide additional industry-leading technical resources, subject matter expertise in areas complementary to successful FEMA PA and HMA, additional City of Pompano project delivery experience, and added advisory capacity. This deep bench allows us to scale up or ramp down as efficiently as the City needs. Regardless of the level of support required, we will employ resource optimization throughout the contract term to ensure adequate staffing (no less and no more than needed) to meet the City's recovery objectives. In the section to follow, we describe our partners and their qualifications.

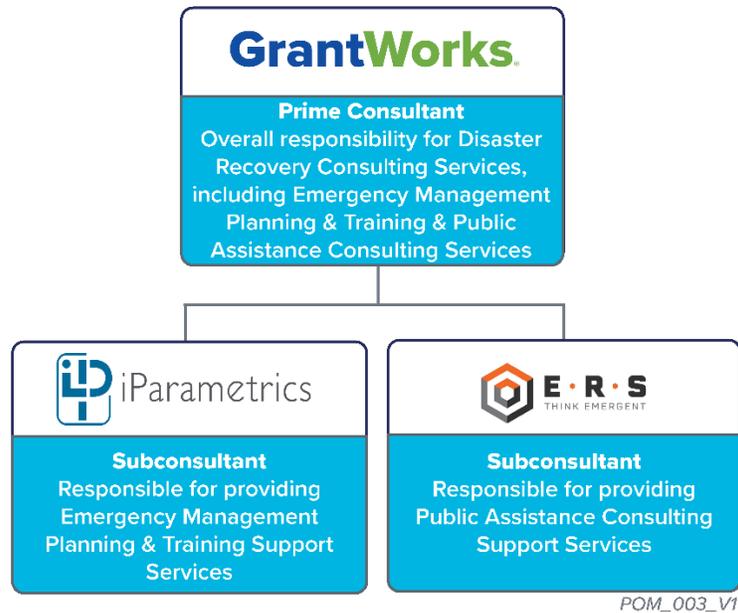


Figure 4: The GrantWorks Team Organizational Chart

1.4.1 Emergent Risk Solutions, LLC – Subconsultant



Based in Baton Rouge, LA, Emergent Risk Solutions, LLC (ERS) was founded in 2013 in the wake of Superstorm Sandy, which resulted in the realization of increasing risks associated with the frequency of catastrophic natural disasters. Emergent provides independent, innovative, and professional project services,

adding value to decision-making processes for clients. As of 2023, the firm has over 15 employees with more than 45 additional support personnel available. ERS provides service in 14 states and territories and supports multiple FEMA contracts nationwide.

Emergent provides services including:

- ▶ Emergency Management and Disaster Recovery
- ▶ Capital Program Management and Project Support Services
- ▶ Technology Support Services
- ▶ Enterprise and Insurance Strategy
- ▶ Management Advisory Services

Since 2005, founder Kipp Nelson has provided emergency management, disaster recovery, resilience and mitigation, and project support for federal, state, and local government agencies, private non-profits, and private enterprises. In 2013, Kipp incorporated ERS to support public and private sector organizations in achieving project success. The firm's core values are:

- ▶ Build trust and collaboration.
- ▶ Provide high-quality and high-value project services.
- ▶ Integrate lessons learned and continuously improve.
- ▶ Always ensure ethics and compliance with laws and regulations.
- ▶ Give back to communities we work in.

ERS continually monitors the evolving federal, state, and local regulatory framework to provide timely, relevant, and practical client guidance. The firm is proud to have provided strategic development and analysis services for public and private organizations, ultimately resolving many complex emergency management and disaster

recovery issues, frequently leading to national change and enhancements of programmatic policy. In 2021, ERS embarked on a strategic focus to further enhance project delivery, quality, and operational capacity by upgrading training, systems, processes, and procedures. This renewed focus serves the firm's clients first and foremost and will ensure consistent and high-quality project delivery, promoting the firm's core values.

1.4.2 iParametrics, LLC – Subconsultant



iParametrics

iParametrics, LLC is a nationally recognized leader in disaster recovery, emergency management, homeland security, program management, and cost engineering. With a multidisciplinary team of experts actively supporting communities across Florida, the firm has become a trusted partner for local, state, and federal agencies seeking both strategic and on-the-ground disaster support.

Over the past two decades, iParametrics has delivered services to more than 500 cities, counties, and townships across all 50 states while also supporting over 30 state agencies and multiple federal clients, including FEMA, DHS, and the U.S. Army Corps of Engineers. Their team has played a direct role in recovery operations for more than 70 presidentially declared disasters, including hurricanes, wildfires, tornadoes, floods, straight-line wind events, and pandemics.

iParametrics brings a proven, methodical approach to disaster recovery, combining deep technical knowledge with agile deployment capabilities. Their model emphasizes the rapid mobilization of qualified personnel without sacrificing the structure and compliance rigor essential to long-term recovery success. This balance enables communities to restore operations quickly and efficiently while maintaining full alignment with state and federal recovery requirements.

For the City of Pompano Beach, iParametrics offers not only extensive national expertise but also a deep understanding of Florida's disaster landscape. Their team is well-positioned to support the City through all phases of emergency preparedness, response, recovery, and mitigation—ensuring continuity of essential services and a swift return to normalcy for residents and businesses alike.

Crucially, iParametrics understands that no two disasters are alike. Their team tailors each response to the unique circumstances of the event while maintaining a consistent foundation of standardized processes, proven procedures, and performance-based metrics. Their philosophy centers on close collaboration with local leadership, ensuring that response efforts are locally informed, coordinated, and community-driven from day one.

1.5 Experience with Disaster Recovery Program Management Services

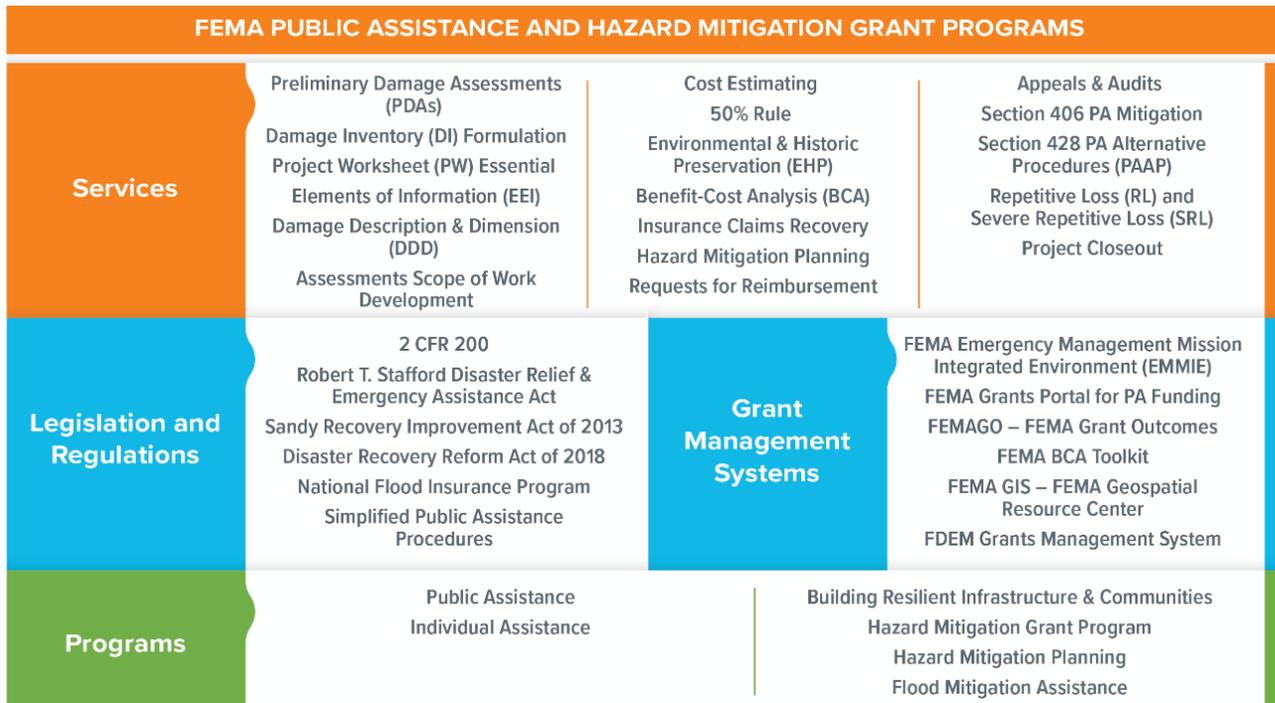
GrantWorks has been helping communities successfully navigate the complexities of federally funded projects, programs, and requirements since 1979. We offer the City of Pompano Beach a proven partner with nearly two decades of financial and grant administration experience specific to disaster recovery and mitigation and the following additional key benefits:

- ▶ **A FEMA Services National Practice** led by Valarie Philipp, PE—a Florida-based and Florida-licensed 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.
- ▶ **FEMA PA Experts** like Dean Ogan and Lynn Storz bring years of firsthand experience to the City, providing FEMA-related technical assistance and guidance.
- ▶ **Established and Highly Specialized Administration and Implementation Teams** comprised of Emergency Management and FEMA Public Assistance subject matter experts.
- ▶ **Productive Working Relationships with the City of Pompano Beach, FDEM, and FEMA Region IV Staff** to advance organizational proficiency with federal and state grant management regulations, policies, and processes.
- ▶ **Meaningful Partnerships** with industry consultants (such as Emergent Risk Solutions and iParametrics) enable us to build tailored support teams responsive to each client's specific needs and unique challenges.

- ▶ **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.

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 clawbacks due to adverse audit findings, non-compliance, insufficient documentation, or inadequate eligibility jurisdictions. **Figure 5** details GrantWorks’ knowledge and expertise with FEMA service delivery, grant management systems, and applicable codes and regulations.

Figure 5: GrantWorks FEMA Services, Grant Management Systems, Governing Legislation and Regulations, and Program Expertise



1.6 Documentation/Reimbursed Amount Challenges by Funding Agency & Dispute Resolution to Our Client’s Advantage

The GrantWorks Team brings firsthand experience navigating complex challenges that often arise in the aftermath of disasters, particularly during the grant management and recovery process. Our proposed staff have successfully partnered with clients in situations where funding agencies—such as FEMA or state disaster recovery programs—have questioned the quality of documentation, disallowed costs, or disputed the eligibility of certain scopes of work.

In these high-stakes circumstances, our team has taken proactive, on-the-ground action post-disaster to gather and reconstruct essential documentation related to incurred expenditures and project eligibility. This includes coordinating with local officials, financial teams, and field personnel to ensure all recovery activities are properly substantiated.

Moreover, our staff have worked diligently within the regulatory framework established by FEMA and state agencies to navigate and resolve such disputes. By maintaining close communication with program representatives and ensuring procedural compliance, we have helped clients successfully address potential denials, often avoiding the need for formal Determination Memos, appeals, or arbitration proceedings. This

collaborative, methodical approach has consistently protected our clients’ financial interests while keeping critical recovery projects on track.

In **Figure 6**, the team shows some representative challenges and solutions implemented.

Figure 6: *Disputed Documentation/Reimbursement Amount Challenges and Solutions*

CHALLENGES	SOLUTIONS
<ul style="list-style-type: none"> ▶ Ensuring compliant procurements with federal and FEMA guidelines for emergency or long-term work. 	<ul style="list-style-type: none"> ▶ During the recovery phase, our approach included amending contracts, re-procuring services when necessary, and meticulously documenting procurement actions and decisions to support compliance and ensure a successful outcome. During Blue Sky time, we conducted a comprehensive “procurement checkup” to review existing policies, procedures, and RFP/RFQ/ITB and contract templates. This review was benchmarked against standard regulatory requirements and industry best practices, enabling us to provide targeted recommendations for aligning procurement documents with future compliance needs and operational efficiency.
<ul style="list-style-type: none"> ▶ Difficulty tracking in-house staff by titles, hours, equipment, materials, and system/location worked on, including whether work was classified as a permanent or temporary repair. 	<ul style="list-style-type: none"> ▶ Employed additional tested tools and tracking mechanisms that could be used in paper or electronic format in the field to record real-time information to document each team member’s work product on a daily or hourly basis ▶ Led training of departmental leadership, managers, and staff on proper time and activity documentation while also implementing a system of checks and balances to ensure accuracy and accountability in time reporting.
<ul style="list-style-type: none"> ▶ Compiling details on external vendors or others assisting cooperative activities and assignments and then collecting accurate and required support documents for reimbursement was often lacking. 	<ul style="list-style-type: none"> ▶ Established employee-based checks and balances to follow activities being performed and prepared a standard operating procedure for how those details were to be collected and presented in the documentation on the work they conducted and the expected level of detail.
<ul style="list-style-type: none"> ▶ Working with state/federal representatives who have little to no city/county experience. 	<ul style="list-style-type: none"> ▶ Conducted targeted training and informational sessions with FEMA staff, as needed, to explain the client’s organizational structure, operational procedures, and disaster response activities. These sessions clarified actions taken in both disaster preparation and response, including distinctions between temporary emergency repairs and permanent restoration work.

1.7 Litigation

GrantWorks does not have any litigation within the past five years arising out of our performance as it relates to the City’s scope of services.

1.8 Documented Knowledge and Experience Regarding the Office of Management and Budget Regulations, Specifically Those Pertaining to Administrative Requirements, Cost Principles, and Audit Requirements Outlines in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The GrantWorks Team has knowledge and experience regarding the Office of Management and Budget (OMB) regulations under 2 CFR Part 200, commonly known as the Uniform Guidance. Key components that we routinely operate within and ensure compliance with when supporting federal grant programs are outlined below.

Administrative Requirements (Subpart D) cover the rules for managing federal awards, including financial management systems, internal controls, procurement procedures, and property management. Recipients must ensure compliance with these standards to maintain transparency and accountability in handling federal funds. Our team has written, developed, and managed policies, processes, and systems, including those for procurement, subrecipient monitoring, and internal controls that align with Subpart D to ensure compliance. We have developed and maintained procurement policies in compliance with 2 CFR 200.317–200.326, ensuring competitive bidding and documentation for all federally funded contracts. The team has also managed administrative requirements throughout the entire federal grant lifecycle, such as grant application, award management, reporting, and closeout procedures.

Cost Principles (Subpart E) determine allowable costs under federal awards. It defines direct costs, indirect costs, and the criteria for allocating costs to federal awards. The goal is to ensure that costs charged to federal awards are reasonable, allocable, and adequately documented. The team has extensive experience developing and managing budgets for federal awards, including distinguishing between allowable and unallowable costs and overseeing the application of indirect cost rates. Staff are very knowledgeable of cost documentation and justification practices that meet Subpart E standards. Our team has managed cost allocation in accordance with 2 CFR 200.405, ensuring all shared expenses were equitably distributed and documented across federal and non-federal programs.

Audit Requirements (Subpart F) establish standards for auditing federal awards to ensure compliance with laws, regulations, and the terms of the award. Audits must be conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS) and reported in the Single Audit Report (formerly known as the A-133 audit). Our team has supported annual Single Audit (2 CFR 200 Subpart F) preparations, working with independent auditors and internal teams to compile required documentation and implement corrective actions for prior findings. We have implemented processes to address audit findings, including developing corrective action plans. Additionally, we have collaborated with auditors, and our staff are familiar with Generally Accepted Government Auditing Standards (GAGAS).

These regulations are designed to streamline and strengthen the management of federal awards, promoting consistency and reducing administrative burden across various grant programs. Compliance with 2 CFR Part 200 is essential for organizations receiving federal funds to safeguard taxpayer money and achieve programmatic objectives effectively.

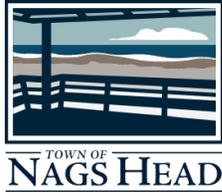
1.9 References

The GrantWorks Team has the knowledge and experience to successfully deliver the services and deliverables included in the City of Pompano's RFP. **Figure 7** includes current client engagements of similar size and scope. We take pride in our performance, helping implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. Our experience is comprehensive, and we have a full team ready to provide both Emergency Management Planning and Training and Public Assistance Consulting Services as directed by the City.

Figure 7: The GrantWorks Team's References

CLIENT	PROJECT NAME	REFERENCE
GrantWorks, Inc.		
City of Venice, Florida 	\$18.5M Hurricane Helene (DR-4828-FL) and Milton (DR-4834-FL) FEMA Public Assistance Services, Venice, Florida	Linda Senne, CPA, CGFM Finance Director City of Venice 401 W. Venice Avenue Venice, FL 34285 Telephone: 941-882-7421 Cell: 941-451-0403 lsenne@venicefl.gov
City of Edgewater, Florida 	\$600K Hurricane Milton (DR-4834) FEMA Technical Consultant Services, City of Edgewater, Florida	Bridgette Vaissiere Finance Director City of Edgewater 104 North Riverside Drive Edgewater, FL 32132 Telephone: 386-424-2400, Ext. 1301 bvaissiere@cityofedgewater.org
Brazoria County, Texas 	\$60M Hurricane Harvey (DR-4332-TX) FEMA Hazard Mitigation Grant Program Single-Family Home Elevations & Reconstructions, Brazoria County, Texas	Joe Ripple, CFM Floodplain Administrator Brazoria County 451 North Valasco, Suite 210 Angleton, TX 77515 Telephone: 979-864-1272 joer@brazoriacountytx.gov
Emergent Risk Solutions, LLC		
School District of Lee County, Florida 	\$275M Hurricanes Irma, Ian, Helene, and Milton Recovery Program Management, Lee County, Florida	Joseph Mascali Project Manager School District of Lee County 2855 Colonial Boulevard Fort Myers, FL 33966 Telephone: 917-399-6187 jmascali@framegrp.com
Louisiana Governor's Office of Homeland Security & Emergency Preparedness 	\$15B Stafford Act and National Flood Insurance Program Technical Assistance, Statewide, Louisiana	Jeff Eicholz Project Manager Louisiana Governor's Office of Homeland Security & Emergency Preparedness 7667 Independence Boulevard Baton Rouge, LA 70806 Telephone: 614-266-0614 jaeichholz@sulzergroup.com

Figure 7: The GrantWorks Team's References

CLIENT	PROJECT NAME	REFERENCE
iParametrics, LLC		
Town of Nags Head, North Carolina 	\$75K Emergency Operations Plan Update and Play Books, Nags Head, North Carolina	Randy Wells, Chief Town of Nags Head Fire Department 5401 South Croatan Highway Nags Head, NC 27959 Telephone: 252-449-2018 randy.wells@nagsheadnc.gov
Metro Portland, Oregon 	\$96K Emergency Response Plans for Parks, Portland, Oregon	Susan Baxter-Harwell Parks & Nature Superintendent Metro Portland Metro Regional Center 600 NE Grand Avenue Portland, OR 97232-2736 Telephone: 503-546-1261 susan.baxter-harwell@oregonmetro.gov

TAB 2:

QUALIFICATIONS OF STAFF AND REFERENCES

TAB 2: QUALIFICATIONS OF STAFF AND REFERENCES

GrantWorks has the staffing depth, technical expertise, and organizational capacity to manage multiple large- and small-scale projects concurrently (**Figure 8**). Our team is experienced in delivering a wide range of federal and state-funded programs, including FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA), FHWA Emergency Relief (ER), HUD's Community Development Block Grant (CDBG), CDBG-Disaster Recovery (CDBG-DR), CDBG-Mitigation (CDBG-MIT), USDA Natural Resources Conservation Service (NRCS), and similar infrastructure, construction, and service-oriented initiatives.

This capacity is reflected not only in the number of professionals we deploy but also in the depth and quality of their subject-matter expertise. With more than 45 years of experience administering federally funded programs, GrantWorks has cultivated a team of senior professionals with long tenures and hands-on knowledge of agency-specific requirements.

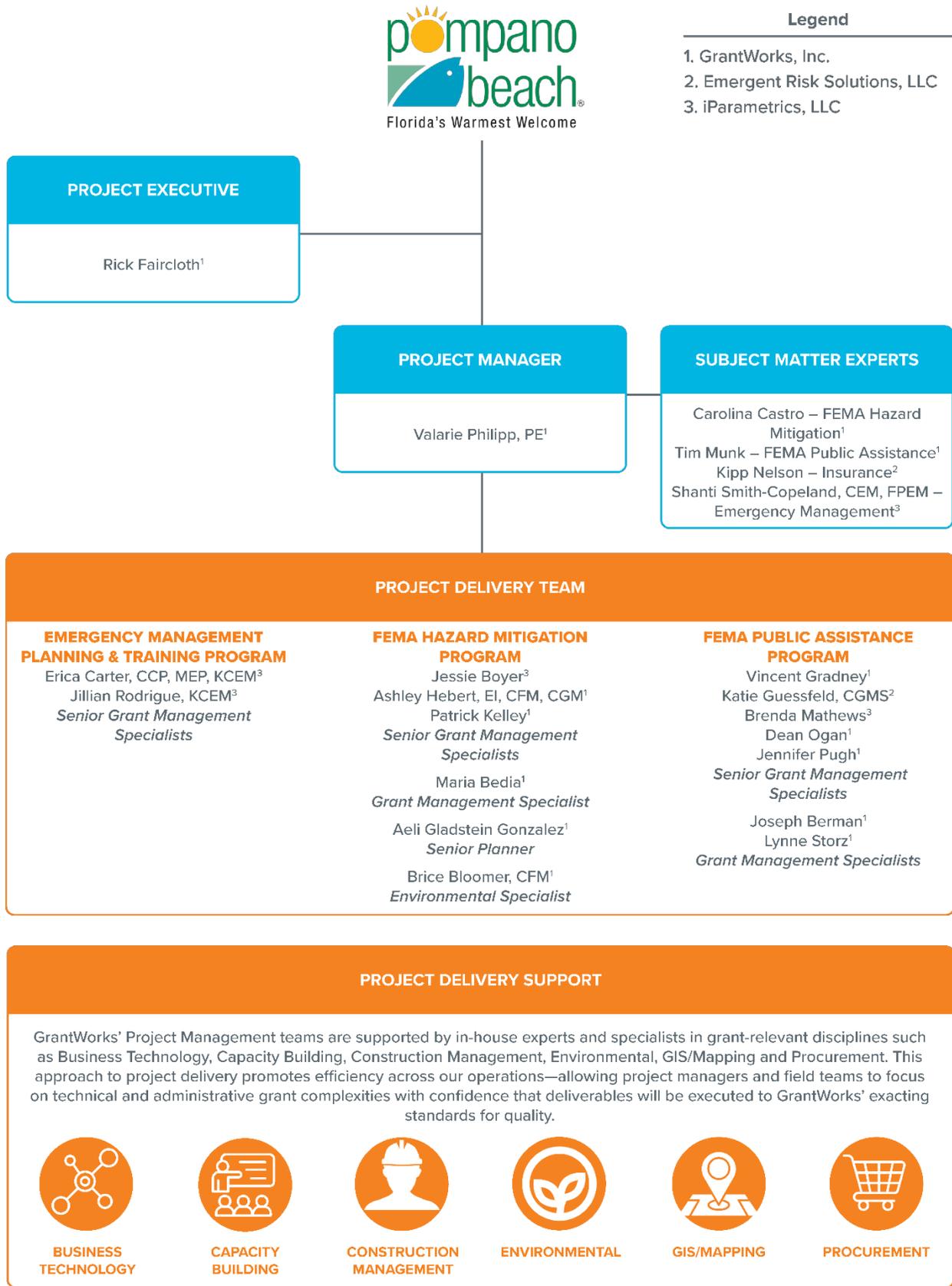
Our team maintains a strong command of cross-cutting federal regulations and programmatic frameworks, including 2 CFR Part 200 (Uniform Guidance), the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and various Supplemental Appropriations Acts. This expertise ensures our clients receive technically sound, compliant, and strategically informed support throughout the grant lifecycle—from application and implementation to closeout and audit readiness.

Figure 8: Why the City of Pompano Should Select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE CITY OF POMPANO BEACH SELECT US?	
Our dedicated project team with extensive knowledge of Emergency Management and FEMA Public Assistance and Hazard Mitigation Programs, including HMGP, BRIC, and FMA	✓
Practical implementation experience under FEMA’s current Public Assistance Program Delivery Model, management of the Public Assistance Appeals and Insurance process, and mastery of the tools and resources available through the FEMA Grants Portal and FloridaPA.org.	✓
Expertise in leveraging HUD, FHWA, and USDA NRCS funding to supplement project needs and optimize the value of FEMA grant assistance.	✓
Experience working with state-level agencies to facilitate funding, manage necessary changes to scope and schedule, and deliver fully compliant grant management services.	✓
An in-house project support team is staffed with professionals specializing in GIS/mapping, financial management, business technology, environmental services, procurement, construction oversight, and labor standards.	✓
Deep understanding of state and federal statutes and regulations (Robert T. Stafford Act, Disaster Recovery Reform Act, 2 CFR 200, etc.)	✓
Advanced technical expertise to deliver infrastructure and planning projects for facilities, utilities, water supply and resources, streets and roads, bridges, waste management, flood mitigation, housing reconstruction, and economic revitalization.	✓

2.1 Organizational Chart

The GrantWorks Team has provided an organizational chart for the City of Pompano Beach Disaster Recovery Consulting Services in **Figure 9**. Summaries of staff qualifications and resumes immediately follow the organizational chart.



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Figure 9: The GrantWorks Team's Organizational Chart for the City of Pompano Beach.

2.2 Summary of Staff Qualifications

In **Figure 10**, GrantWorks has provided summaries of staff qualifications. **Figure 10** is immediately followed by complete resumes for proposed staff who will provide the required disaster recovery consulting services for the City of Pompano Beach. Upon receiving a contract award, our Program Executive, Program Manager, and assigned project team will work with the City on each task order. The organizational chart in **Figure 9** and the summaries of staff qualifications are color-coded, with light blue representing key personnel and orange representing support personnel. **Figure 10** describes a small subset of our available staff who can provide support services to the City.

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	<p>Rick Faircloth, Project Executive <i>BA, Environmental Studies, Eckerd College, St. Petersburg, FL</i></p> <p>As Project Executive, native Floridian and current Florida resident, Rick Faircloth will ensure the team has all the resources and GrantWorks institutional support to complete all assignments and tasks under this contract on time and within budget. Rick has over 25 years of experience supporting federally funded (e.g., FEMA, HUD CDBG-DR, ARPA, etc.) programs and a demonstrated record of collaboration and executive oversight of a variety of complex projects throughout Florida and across the U.S.</p>
	<p>Valarie Philipp, PE – Project Manager <i>ME, Structural Engineering, University of Florida, Gainesville, FL</i> <i>BS, Civil Engineering, University of Florida, Gainesville, FL</i></p> <p>Valarie Philipp, PE, is an experienced program and project management professional who leads, consults, and provides expertise to government and private non-profits through the emergency management cycle to secure successful outcomes from events and ensure resilience in the future. Valarie has over 20 years of experience supporting state, county, and municipal governments, healthcare providers, educational institutions, and non-governmental organizations with disaster preparedness, response, and disaster recovery, managing over \$1 billion in FEMA PA projects and coordinating FEMA HMA, CRF, ARPA, HHS funding streams, the majority being in Florida. She is a subject matter expert in grants management, debris management, cost recovery, closeouts, procurement compliance, appeals and audit resolution, and planning and training initiatives. Valarie is a licensed PE in Florida and Georgia.</p>
	<p>Carolina Castro – Subject Matter Expert: FEMA Hazard Mitigation <i>BS, Bioenvironmental Science, Texas A&M University, College Station, TX</i></p> <p>With ten years of experience, Carolina Castro administers Hazard Mitigation Assistance funds awarded to applicants through various state funding agencies. 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.</p>

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	<p>Tim Munk – Subject Matter Expert: FEMA Public Assistance <i>BS, Mechanical Engineering, Lamar University, Beaumont, TX</i></p> <p>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 Public Assistance 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. Tim 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.</p>
	<p>Kipp Nelson, Subject Matter Expert: FEMA Public Assistance, Hazard Mitigation, & Insurance <i>JD, Law, Louisiana State University, Baton Rouge, LA</i> <i>MBA, Business Administration, Louisiana State University, Baton Rouge, LA</i> <i>BS, Construction Management, Louisiana State University, Baton Rouge, LA</i></p> <p>Kipp Nelson is an Emergency Management & Disaster Recovery Consultant with over 15 years of experience and expertise in disaster-related preparedness, response, recovery, and mitigation. Kipp’s expertise spans infrastructure, housing, debris management, response management, temporary repairs, long-term recovery, and resiliency. He specializes in delivering strategies to optimize project execution. Kipp is an expert in managing multifaceted recovery programs with such diverse stakeholders as federal agencies, state and local government, insurance, private grants, and many others. Kipp’s experience spans FEMA Public Assistance, FEMA Hazard Mitigation Grant Program, HUD CDBG-DR programs, and many others to facilitate disaster recovery across infrastructure and housing programs.</p>
	<p>Shanti Smith-Copeland, EdD, CEM, FPEM – Subject Matter Expert: Emergency Management Planning & Training <i>EdD, Educational Leadership & Organization Innovation, Marymount University, Arlington, VA</i> <i>Graduate Certificate, Emergency Management, Florida State University, Tallahassee, FL</i> <i>MS, Sports Administration, Florida State University, Tallahassee, FL</i> <i>BS, Marine Science, Jacksonville University, Jacksonville, FL</i></p> <p>Shanti Smith-Copeland, EdD, CEM, FPEM, is a seasoned emergency management leader with over 20 years of experience, including extensive planning, after-action, and training work throughout Florida. As a former Deputy Bureau Chief of Preparedness for the State of Florida, she led numerous full-scale and tabletop exercises and training for local and state agencies. Her planning leadership includes developing Resource Management and Logistics Plans, Continuity of Operations Plans, and Disaster Cost Recovery Plans for counties such as Orange, Volusia, Clay, and Sarasota. She has facilitated recovery and redevelopment exercises, authored After-Action Reports, and guided county improvement plans, notably in Sarasota and Manatee Counties. Her comprehensive background in</p>

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	disaster preparedness and operational recovery spans over 30 federally declared disasters, including Hurricanes Irma, Michael, Ian, and Idalia, with deep-rooted support to Florida cities, counties, and the State Emergency Response Team.
Emergency Management Planning & Training Program	
	<p>Erica Carter, MEP, KCEM – Senior Grant Management Specialist: Emergency Management Planning & Training Program <i>MA, Homeland Security, Naval Postgraduate School, Monterey, CA</i> <i>BS, Biochemistry, University of Kansas, Lawrence, KS</i></p>
	Erica Carter brings over 15 years of emergency management expertise with a specialization in training, strategic planning, and exercise coordination. In Florida, she has led key initiatives such as a multi-day HSEEP-compliant tabletop and recovery exercise for Sarasota County, which involved multiple jurisdictions and healthcare partners. Erica also planned and executed a tabletop exercise for the North Central Florida Healthcare Coalition, demonstrating her capacity to manage large-scale collaborative training events. Her work often includes developing After-Action Reports and Improvement Plans that meet federal compliance standards. A FEMA-certified Master Exercise Practitioner, Erica consistently delivers high-impact preparedness and training programs, reinforcing resilience in both public and private sector settings across Florida and the broader U.S.
	<p>Jillian Rodrigue, KCEM – Senior Grant Management Specialist: Emergency Management Planning & Training Program <i>BS, Atmospheric Sciences, University of Louisiana, Monroe, LA</i></p>
	Jillian Rodrigue is an Influential and passionate emergency manager with 17 years of experience developing an emergency management program through strategic planning, operational expertise, and exceptional leadership. Jillian served as the Douglas County, Kansas, Deputy Director of Emergency Management, where she ensured operational readiness and rapid response of personnel (internal and external), technology, and physical spaces to all-hazards incidents and planned events. She is proficient in quickly making connections and cultivating impactful relationships with first responders, all levels of government, community members, non-governmental agencies, and the private sector. Jillian is an innovator who is always seeking to improve through technology advancements, community best practices, process review and revision, and continuous learning. Her experience includes delivering dynamic conference presentations, facilitating dozens of exercises, and tailored training for commissioners to elementary students.
FEMA Hazard Mitigation Program	
	<p>Jessie Boyer, FCCM – Senior Grant Management Specialist: FEMA Hazard Mitigation <i>MS, International Affairs, Florida State University, Tallahassee, FL</i> <i>BS, International Affairs & Chinese Language & Culture, Florida State University, Tallahassee, FL</i></p>
	Jessie Boyer serves as an Emergency Manager. She has worked in emergency management for five years and possesses a drive for problem-solving focused on regional and community issues. She is passionate about people, human rights, and the environment. Jessie is a Mitigation Grant Writer with experience in program design, building, and implementation. She is knowledgeable with HMGP, CDBG-MIT, CDBG-DR, and other related grants for disaster recovery, having provided support for General Planning Support Programs (GPS), Critical Facility Hardening Programs (CFHP), and General Infrastructure Programs (GIP) throughout Florida for the Florida Department of Economic Opportunity.

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	<p>Ashley Hebert, EI, CFM, CGM – Senior Grant Management Specialist: FEMA Hazard Mitigation <i>BS, Mechanical Engineering, University of Louisiana, Lafayette, LA</i></p>
	<p>Patrick Kelley – Senior Grant Management Specialist: FEMA Hazard Mitigation <i>Coursework, St. Anselm’s College, Alaska University, San Antonio Junior College</i> <i>NCO Leadership School, Elmendorf Air Force Base</i></p>
	<p>Maria Bedia – Grant Management Specialist: FEMA Hazard Mitigation <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></p>
	<p>Aeli Gonzalez-Gladstein – Senior Planner: FEMA Hazard Mitigation Planning <i>MS, City & Regional Planning, Pratt Institute, Brooklyn, NY</i> <i>MS, Sustainable Environmental Systems, Pratt Institute, Brooklyn, NY</i> <i>BA, Arts & Humanities, University of Maryland, College Park, MD</i></p>

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	and build consensus on mitigation strategies. Additionally, Aeli conducts detailed risk assessments and uses Geographic Information Systems (GIS) and other analytical tools to identify hazard-prone areas and prioritize mitigation actions. Aeli manages hazard mitigation grants and funding opportunities, including preparing applications, monitoring grant requirements, and ensuring proper utilization of funds.
	<p>Brice Bloomer, CFM – Environmental Specialist <i>BS, Environmental Studies, Texas A&M University, College Station, TX</i></p>
	Brice Bloomer, CFM, is an Environmental Specialist with nine years of experience. He implements environmental compliance for numerous types of U.S. Department of Housing & Urban Development (HUD) funded Community Development Block Grant (CDBG) projects. Brice manages a team to research and interpret environmental compliance data to draft and compile Environmental Review Records, including Tiered Reviews; compliance with state and federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, the Endangered Species Act; and more; and coordinating with state and federal agencies to facilitate environmental review and clearance. Brice is a Certified Floodplain Manager.
FEMA Public Assistance Program	
	<p>Vincent Gradney, Senior Grant Management Specialist: FEMA Public Assistance <i>BBA, Business Administration, Texas Southern University, Houston, TX</i> <i>Commissioned Officer, Air National Guard Academy of Military Science, McGhee Tyson, TN</i></p>
	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.
	<p>Katie Guessfeld, CGMS – Senior Grant Management Specialist: FEMA Public Assistance <i>BS, General Studies, Southeastern Louisiana University, Hammond, LA</i></p>
	Katie Guessfeld has 12 years of experience managing federal grants in the public sector, along with years of experience in nonprofit electrical utility administration. Katie specializes in policy interpretation, budget prioritization, problem resolution, and compliance. Her experience in the public sector provided her with exceptional subject matter expertise and knowledge of the FEMA Public Assistance Program. She served as an integral part of the emergency response unit at the Louisiana GOHSEP Emergency Operations Center for many large-scale, multi-billion dollar disasters impacting Louisiana. As Assistant Section Chief of the Grants Administration section at Louisiana GOHSEP, Katie’s oversight of over \$15 billion in federal grants helped to pave the way for Louisiana to be a reliable model for other states to design, implement, and refine disaster recovery grant administration and reimbursement programs. Katie was part of a national emergency management assistance compact (EMAC) mission when Louisiana GOHSEP provided the New Jersey Office of Emergency Management with a team of subject matter experts following Superstorm Sandy. Their purpose was to aid in establishing and implementing comprehensive, compliant grant reimbursement

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	review processes and procedures. Katie is a Certified Grants Management Specialist by the National Grants Management Association.
	<p>Brenda Mathews – Senior Grant Management Specialist: FEMA Public Assistance <i>Coursework, University of Louisiana, Lafayette, LA</i></p> <p>Brenda Matthews’ experience with disaster recovery programs began in 2005 following Hurricane Katrina, when she worked with a prime contractor for the State of Louisiana. Since then, Brenda has worked on FEMA Public Assistance grant programs, Community Development Block Grant Recovery (CDBG-DR) projects, and Hazard Mitigation Grant Programs (HMGP) following Hurricanes Rita and Maria. In a recent role, Brenda worked in Puerto Rico on Hurricane Maria recovery with the iParametrics/Fluor team under the FEMA PA contract to conduct site inspections, formulate DDDs and SOWs, formulate project descriptions using Grant Manager, and manage applicants requesting funding. She has strong experience in the grant application process and grant management.</p>
	<p>Dean Ogan – Senior Grant Management Specialist: FEMA Public Assistance <i>BS, Business Administration, Indiana University, Indianapolis, IN</i> <i>AS, Community Mental Health, Montgomery College, Rockville, MD</i></p> <p>With over 35 years of experience, Dean Ogan guides state and local governments through the process of receiving FEMA Public Assistance grants for all categories of work. The guidance provided includes the initial FEMA contract, documentation gathering, documentation formatting, eligibility review and recommendation, documentation submittal, and support in answering FEMA questions or requests. Dean has extensive experience working with Police, Fire, EMS, and other department heads in gathering documentation and presenting their reimbursement requests in the format required by FEMA. Activities include training client personnel on the documentation required, filling out FEMA forms, reviewing documentation, and uploading documentation into the FEMA Grants Portal.</p>
	<p>Jennifer Pugh – Senior Grant Management Specialist: FEMA Public Assistance <i>BBA, Finance, Colorado Technical University, Colorado Springs, CO</i></p> <p>Jennifer Pugh is a certified project and emergency manager with 20 years of experience in emergency management in the public and private sectors. Jennifer has supported the federal, state, and local governments in emergency preparedness, 406 hazard mitigation, disaster response and recovery, debris operations, grant management, and CDBG. Jennifer has supported FEMA, FHWA, HUD, and the American Red Cross. Jennifer has proven leadership skills in comprehensive disaster preparedness, response, recovery, and mitigation planning. She is adept at leading cross-functional teams and coordinating critical emergency operations to safeguard communities during crises. She has expertise in risk assessment, crisis communication, and stakeholder management.</p>
	<p>Joseph Berman – Senior Grant Management Specialist: FEMA Public Assistance <i>BS, Risk Management & Insurance, Florida State University, Tallahassee, FL</i></p> <p>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</p>

Figure 10: The GrantWorks Teams Key Personnel and Support Staff Biographies

PROFESSIONAL QUALIFICATIONS	
	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.
	<p>Lynne Storz – Grant Management Specialist: FEMA Public Assistance <i>MS, Urban & Regional Planning, Portland State University, Portland, OR</i> <i>BS. Sociology, Portland State University, Portland, OR</i></p>
	<p>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.</p>

2.3 Key Personnel Resumes

- ▶ Rick Faircloth – Project Executive
- ▶ Valarie Philipp, PE – Project Manager
- ▶ Carolina Castro – Subject Matter Expert: FEMA Hazard Mitigation
- ▶ Tim Munk – Subject Matter Expert: FEMA Public Assistance
- ▶ Kipp Nelson – Subject Matter Expert: FEMA Public Assistance & Hazard Mitigation & Insurance
- ▶ Shanti Smith-Copeland, CEM, FPEM – Subject Matter Expert: Emergency Management Planning & Training
- ▶ Erica Carter, MEP, KCEM – Senior Grant Management Specialist: Emergency Management Planning & Training
- ▶ Jillian Rodrigue, KCEM – Senior Grant Management Specialist: Emergency Management Planning & Training
- ▶ Jessie Boyer, FCCM – Senior Grant Management Specialist: FEMA Hazard Mitigation
- ▶ Ashley Hebert, EI, CFM, CGM – Senior Grant Management Specialist: FEMA Hazard Mitigation
- ▶ Patrick Kelley – Senior Grant Management Specialist: FEMA Hazard Mitigation
- ▶ Maria Bedia – Grant Management Specialist: FEMA Hazard Mitigation
- ▶ Aeli Gladstein – Senior Planner: FEMA Hazard Mitigation Planning
- ▶ Brice Bloomer, CFM – Environmental Specialist
- ▶ Vincent Gradney – Senior Grant Management Specialist: FEMA Public Assistance
- ▶ Katie Guessfeld, CGMS – Senior Grant Management Specialist: FEMA Public Assistance
- ▶ Brenda Mathews – Senior Grant Management Specialist: FEMA Public Assistance
- ▶ Dean Ogan – Senior Grant Management Specialist: FEMA Public Assistance
- ▶ Jennifer Pugh – Senior Grant Management Specialist: FEMA Public Assistance
- ▶ Joseph Berman – Grant Management Specialist: FEMA Public Assistance
- ▶ Lynne Storz – Grant Management Specialist: FEMA Public Assistance

RICK FAIRCLOTH

PROJECT EXECUTIVE



PROFESSIONAL QUALIFICATIONS

Rick Faircloth has over 25 years of experience delivering technical and resource solutions for managing critical infrastructure, energy, environmental, disaster recovery, and resiliency programs for state and local governments. He has experience supporting traditional and federally funded (FEMA, HUD CDBG-DR, ARPA, etc.) disaster recovery-related capital programs involving single- and multi-family housing, infrastructure, transportation assets, water/wastewater facilities, flood protection, schools, hospitals, and ports. He has a demonstrated record of collaboration and executive oversight of a wide range of complex projects throughout Florida and in major cities across the U.S., such as New York City, Boston, Houston, New Orleans, Los Angeles, and San Francisco.

As the Project Executive, a native of Florida and Florida resident, Rick 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 of Pompano Beach's leadership.

RELEVANT EXPERIENCE

SENIOR VICE PRESIDENT OF STATE AND LOCAL GOVERNMENT SERVICES, GRANTWORKS, INC., JACKSONVILLE, FLORIDA, FEBRUARY 2022 – PRESENT

Rick focuses on improving communities in Florida and across the U.S. by developing meaningful partnerships with public and private sector clients to help solve complex environmental and infrastructure challenges, improve public service, and build stronger, smarter, and more resilient communities.

VICE PRESIDENT, PROGRAM AND CONSTRUCTION MANAGEMENT (PMCM) AND DISASTER RECOVERY AND RESILIENCY (R&R), APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, JACKSONVILLE, FLORIDA, OCTOBER 2013 – DECEMBER 2021

Rick led the PMCM and R&R Service Lines for a large North American engineering and construction firm with 6,000+ employees and over \$1.4 billion in annual revenues. He managed the service line's 100+ employees, project portfolio, and overall organizational performance. Rick established the company's flagship operations in the U.S. Virgin Islands (USVI) and oversaw operations, client and community engagement, and sustained growth in the USVI and Puerto Rico.

BUSINESS DEVELOPMENT MANAGER – WEST REGION, CB&I ENVIRONMENTAL & INFRASTRUCTURE, LLC, LOS ANGELES, CALIFORNIA, MARCH 2012 – OCTOBER 2013

As the West Region Business Development Manager, Rick was responsible for developing, managing, and executing business development strategy and proposal activities for the Commercial, State, and Local Division's West Region, which generated approximately \$71 million in annual revenue. He oversaw regional sales, market expansion, new services, and client

25 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Environmental Studies, Eckerd College, St. Petersburg, Florida, 1993

HIGHLIGHTS

Experience in high-profile infrastructure, transportation, disaster recovery, and resiliency projects and programs across the United States and Territories in the Caribbean and Pacific with construction values of more than \$3.2 billion

TRAINING

Strategic Sales Leadership Program, Rice University Jones Graduate School of Business

PROFESSIONAL AFFILIATIONS

Member, Construction Management Association of America (CMAA)

satisfaction. He also strengthened client development, marketing, teaming relationships, project delivery, quality, staff recruitment, development, and retention. Rick led capture teams in pursuit planning, developing win themes, and preparing compelling proposals, presentations, and marketing materials.

BUSINESS DEVELOPMENT MANAGER – CALIFORNIA DISTRICT, SHAW ENVIRONMENTAL & INFRASTRUCTURE, INC., LOS ANGELES, CALIFORNIA, AUGUST 2008 – MARCH 2012

Rick managed business development for Commercial, State, and Local Division’s California and Southwest Districts. He was the Key Account Manager for the Federal Deposit Insurance Corporation (FDIC) portfolio encompassing over 1,000 projects in 40 states. Rick provided leadership, operations, technical, and client engagement support to District staff.

DIRECTOR OF OPERATIONS, GLE ASSOCIATES, INC., TAMPA, FLORIDA, AUGUST 2002 – JULY 2008

Rick was responsible for managing the Atlanta operations of a regional environmental and facilities consulting firm based in Tampa, Florida. In addition to his operations role, Rick served as a Senior Technical Consultant for the company, advising a multi-state portfolio of public and private sector clients on wide-ranging environmental, construction, and site redevelopment projects and programs. As a technical advisor, Rick was the Key Client Account Manager for one of the nation’s larger banking and financial institutions.

SENIOR ENVIRONMENTAL CONSULTANT, SES ENVIRONMENTAL, INC., ROSWELL (ATLANTA), GEORGIA, AUGUST 1999 – JULY 2002

Rick provided environmental due diligence consulting and project management services to national lending institutions, investment groups, real estate developers, and law firms on complex real estate transactions involving some of the nation’s most iconic properties, including the Chrysler Building and 666 Fifth Avenue in New York City, Insurance Exchange Building, 40 Broad Street in Boston, and Century City Shopping Center in Los Angeles.

SENIOR ENVIRONMENTAL SPECIALIST/TEAM LEADER, UNITED CONSULTING GROUP, NORCROSS (ATLANTA), GEORGIA, FEBRUARY 1995 – AUGUST 1999

Rick performed Phase I and II environmental site assessments, contamination assessments, and facilities consulting services while managing a staff of engineers, environmental specialists, and technicians.

EMPLOYMENT HISTORY

- ▶ Senior Vice President of State & Local Government Programs, GrantWorks, Inc., Jacksonville, Florida, February 2022 – Present
- ▶ Vice President, Program Management and Construction Management (PMCM) and Disaster Recovery and Resiliency, APTIM Environmental & Infrastructure, LLC, Jacksonville, Florida, October 2013 -December 2021
- ▶ Director of Business Development – National PMCM, CB&I Environmental & Infrastructure, LLC, Jacksonville, Florida, October 2013 – July 2017
- ▶ Business Development Manager – West Region, CB&I Environmental & Infrastructure, LLC, Los Angeles, California, March 2012 – October 2013
- ▶ Business Development Management – California District, Shaw Environmental & Infrastructure, Inc., Los Angeles, California, August 2008 – March 2012
- ▶ Director of Operations – Atlanta, GLE Associates, Inc., Tampa, Florida, August 2002 – July 2008
- ▶ Senior Environmental Consultant, SES Environmental, Inc., Atlanta, Georgia, August 1999 – August 2002
- ▶ Senior Environmental Specialist /Team Leader, United Consulting Group, Atlanta, Georgia, February 1995 – August 1999

VALARIE PHILIPP, PE

PROJECT MANAGER



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 over \$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, reporting to executive leadership, and budget planning for future practice

20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Engineering, Structural Engineering, University of Florida, Gainesville, Florida, 1997

Bachelor of Engineering, Civil Engineering, University of Florida, Gainesville, Florida, 1996

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 as a State Public Assistance Coordinator

Two years as a 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 and Georgia

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 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 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: FEMA HAZARD MITIGATION



PROFESSIONAL QUALIFICATIONS

Carly Castro is the Director of Hazard Mitigation at GrantWorks. 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 and training documents to streamline tasks and deliverables, mentored staff through individual training, and prepared training materials and QA reviews.

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

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

TIM MUNK

SUBJECT MATTER EXPERT: FEMA PUBLIC ASSISTANCE



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, PAPPG, and others.

CERTIFICATIONS/REGISTRATIONS

Certified FEMA Project Specialist, FEMA

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

KIPP NELSON

SUBJECT MATTER EXPERT: FEMA PUBLIC ASSISTANCE AND HAZARD MITIGATION AND INSURANCE



PROFESSIONAL QUALIFICATIONS

Kipp Nelson is an Emergency Management & Disaster Recovery Consultant with over 15 years of experience and expertise in disaster-related preparedness, response, recovery, and mitigation. Kipp's expertise spans infrastructure, housing, debris management, response management, temporary repairs, long-term recovery, and resiliency. He specializes in delivering strategies to optimize project execution. Kipp is an expert in managing multifaceted recovery programs with such diverse stakeholders as federal agencies, state and local government, insurance, private grants, and many others. His experience spans FEMA Public Assistance (PA), FEMA Hazard Mitigation Grant Program (HMGP), HUD CDBG-DR programs, and many others to facilitate disaster recovery across infrastructure and housing programs.

RELEVANT EXPERIENCE

PROJECT DIRECTOR/SENIOR PUBLIC ASSISTANCE, CENTRAL GOVERNMENT OF PUERTO RICO (DR-4336 AND DR-4339), SAN JUAN, PUERTO, SEPTEMBER 2019 – JUNE 2018

Kipp was responsible for overall program execution, client interface, and managing contractors and employee teams. The team provided policy guidance, project support, and grants management to nearly 60 Territory level (i.e., "state" agencies) subrecipients participating in FEMA's Public Assistance (PA) program. Within weeks of Hurricane Irma, he deployed a team of PA specialists to develop project worksheets and expedite their obligation on behalf of applicants. The team also provided safety and health inspections of public facilities, advised public agencies on emergency response operations, and advised long-term recovery strategies and related issues.

PROJECT DIRECTOR, LOUISIANA GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, BATON ROUGE, LOUISIANA, AUGUST 2016 – AUGUST 2018

Kipp was responsible for overall program execution, client interface, and managing subcontractors and employee teams. The team provided policy guidance, project support, and grants management programmatic support to GOHSEP across all disasters from 2005 forward through all phases of the disaster and grants management lifecycles.

DEPUTY PROGRAM MANAGER – FUNDING MANAGEMENT, NEW YORK CITY HOUSING AUTHORITY, NEW YORK, NEW YORK, MARCH 2014 – JANUARY 2016

Kipp led a team of over a dozen professionals in developing, negotiating, and administering various forms of disaster recovery funding for NYCHA, the largest public housing authority in the United States. His team was responsible for maximizing funding, minimizing duplication of benefits,

15 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

Emergent Risk Solutions, LLC

EDUCATION

Juris Doctorate, Law, Louisiana State University, Baton Rouge, Louisiana, 2011

Master of Business Administration, Business Administration, Louisiana State University, Baton Rouge, Louisiana, 2010

Bachelor of Science, Construction Management, Louisiana State University, Baton Rouge, Louisiana, 2001

HIGHLIGHTS

25 years of relevant industry experience

100+ clients, \$20 billion in grants managed, and 20+ federally declared disasters

ensuring compliance, and managing risks associated with simultaneous parallel participation in multiple administratively complex recovery funding programs. NYCHA's recovery was funded in part by a combination of funding sources, including HUD CDBG-DR, NFIP, Commercial Property Insurance, Pollution Legal Liability Insurance, FEMA Public Assistance, FEMA Hazard Mitigation Grant Program, NYC Capital Program, NYCHA Capital Program, and others. Despite the complex tapestry of available funding, Kipp's team increased available funding by approximately 350%. He managed NYCHA's relationship with FEMA, HUD, multiple NYC agencies, various insurers, and many other relationships necessary to secure and maintain funding across overlapping disasters in 2011 and 2012 – Hurricanes Irene and Sandy. Kipp's negotiation efforts at NYCHA have yielded the largest project worksheet in FEMA history at nearly \$3 billion in eligible repairs and mitigation and was one of the earliest implementations of FEMA's PA Alternative Procedures under Section 428 of the Stafford Act.

POLICY ADVISOR/TECHNICAL TEAM LEAD, LOUISIANA GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, BATON ROUGE, LOUISIANA, APRIL 2008 – DECEMBER 2011

Kipp assisted the Louisiana Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) Recovery Division in managing its role as a Grantee in the FEMA Public Assistance program. As a Grantee, GOHSEP was substantially responsible for managing the Public Assistance program for approximately 1,500 public and private non-profit applicants regarding more than a dozen disasters and over 30,00 individual grants. His roles included DHS OIG audit response, appeal/arbitration support, subgrantee management and coordination, policy expert, procurement compliance expert, and many others.

EMPLOYMENT HISTORY

- ▶ Owner/President, Emergent Risk Solutions, LLC, Baton Rouge, Louisiana, August 2018 – Present
- ▶ Director, Aptim Environmental & Infrastructure, Inc., Baton Rouge, Louisiana, November 2012 – August 2018
- ▶ Consultant, Self-Employed, Baton Rouge, Louisiana, January 2012 – November 2012
- ▶ Witt Associates, LLC, Baton Rouge, Louisiana, January 2008 – January 2012
- ▶ Consultant, Self-Employed, Baton Rouge, Louisiana, June 2006 – January 2011
- ▶ Dewberry-Goodkind, Inc., Baton Rouge, Louisiana, January 2006 – June 2006
- ▶ CH2MHill, Inc./HKA, Baton Rouge, Louisiana, September 2005 – January 2006
- ▶ Consultant, Self-Employed, Baton Rouge, Louisiana, August 2003 – September 2005
- ▶ Insituform Technologies, Inc., Baton Rouge, Louisiana, April 1996 – August 2003
- ▶ Jacobs Engineering Group, Inc., Baton Rouge, Louisiana, May 1994 – April 1996

SHANTI SMITH-COPELAND, CEM, FPEM

SUBJECT MATTER EXPERT: EMERGENCY MANAGEMENT PLANNING AND TRAINING



PROFESSIONAL QUALIFICATIONS

Shanti Smith-Copeland serves as the Director of Emergency Management for iParametrics. She is a decisive, results-oriented executive with 18 years of innovative crises and emergency management leadership. She has honed these skills through positions including Deputy Bureau Chief of Preparedness for the State of Florida and a local Emergency Manager.

Her extensive experience includes being a dedicated Project Manager for various grant initiatives, such as the Rebuild Florida Voluntary Home Buyout, CDBG-CV, and HMPG grant applications. Shanti's leadership extends to the American Rescue Plan, where she successfully managed teams in the administration of Small Business Grants across multiple counties. Her adeptness in strategic planning shone through in her contributions to preparedness planning and staff augmentation efforts, including developing a Comprehensive Continuity of Operations Plan (COOP) and the training and implementation of County grants management teams. Notably, her expertise significantly supported the City of Bonita Springs through CDBG-DR grant applications, resulting in the qualification of numerous homeowners and a \$5 million grant award.

RELEVANT EXPERIENCE

DIRECTOR OF EMERGENCY MANAGEMENT, IPARAMETRICS, LLC, FERNANDINA BEACH, FLORIDA, JULY 2021 – PRESENT

Shanti serves as iParametrics' Director of Emergency Management, overseeing Southeast preparedness, recovery, and response projects.

Project Manager, Rebuild Florida Voluntary Home Buyout Grant Application, CDBG-CV, and Other Grants Management/Staff Augmentation, Clay County, Florida

Shanti managed the grant application process for the Florida CDBG-DR Voluntary Home Buyout program and for recipient qualifications for Clay County.

Project Manager, American Rescue Plan, Small Business Grant Administration, Chatham, Clayton, and Henry County, Georgia and Somerville, Massachusetts

Shanti is managing teams assisting local county administrators with distributing ARPA funds through Small Business Grants.

Project Manager, Preparedness Planning and Staff Augmentation, Clay County, Florida

Shanti developed the COOP for the County Emergency Management Department, assisted with training and implementation of the County Grants Management Team, and supported the Emergency Management Department with managing preparedness and recovery grants during a staffing transition.

18 YEARS

EMERGENCY MANAGEMENT EXPERIENCE

COMPANY

iParametrics, LLC

EDUCATION

Doctor of Education, Educational Leadership & Organization Innovation, Marymount University, Arlington, Virginia, 2024

Graduate Certificate, Emergency Management, Florida State University, Tallahassee, Florida, 2008

Master of Science, Sports Administration, Florida State University, Tallahassee, Florida, 2003

Bachelor of Science, Marine Science, Jacksonville University, Jacksonville, Florida, 1997

REGISTRATIONS/ CERTIFICATIONS

Master Program Managers (MPM) Certificate, AAPM

Certified International Project Manager (CIPM), AAPM

Certified Emergency Manager (CEM), International Association of Emergency Managers

Florida Professional Emergency Manager, Florida Emergency Preparedness Association

HSEEP Certified Continuity of Operations, Train the Trainer, Florida Emergency Preparedness Association

Project Manager, Rebuild Florida Voluntary Home Buyout and HMPG Grant Applications, Bonita Springs, Florida

Shanti Supported the City of Bonita Springs through the CDBG-DR grant application process and recipient qualifications. She qualified 42 homeowners, and the City received the full \$5 million grant award. She also completed multiple infrastructure grant applications for the City totaling \$12 million.

Florida State Emergency Response Team Support, COVID-19 Response

Shanti supported the Mass Care Coordinator for the first 90 days of activation for the COVID-19 response. She developed multiple models depicting the anticipated need for increased feeding across the state due to shutdown-induced unemployment. Shanti also developed guidance for post-disaster Non-Congregate Shelter in the COVID-19 environment. She delivered guidance for managing an impact shelter in the COVID-19 environment.

DIRECTOR OF EMERGENCY MANAGEMENT AND DISASTER RECOVERY, EXCEL USA, JACKSONVILLE, FLORIDA, JANUARY 2020 – JULY 2021

Shanti led the team's hurricane recovery projects across Florida, including recovery, response, and emergency management.

PROGRAM MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, JACKSONVILLE, FLORIDA, SEPTEMBER 2017 – JANUARY 2020

Shanti oversaw preparedness, response, and hazard mitigation programs at the state and local levels.

NATIONAL PROGRAM DIRECTOR, WITT O'BRIEN'S, JACKSONVILLE, FLORIDA, MAY 2012 – JULY 2017

As the National Program Director for Witt O'Brien's (formerly Witt Associates), she provided disaster recovery support for multiple local jurisdictions across the Florida Big Bend and up the Eastern seaboard from Florida to North Carolina following Hurricanes Hermine and Mathew in 2016 of both Debris Management and Public Assistance projects. In the summer of 2015, she was deployed as the Deputy Plans Chief to support the USDA Incident Management Team for the HAPI Outbreak Incident Command Post in Iowa on a 30-day rotation. Following the Ice Storms of 2014, she deployed to various counties in Georgia, North and South Carolina, and in 2012, in support of multiple boroughs on the Jersey Shore following Super Storm Sandy. Shanti oversaw and developed new and existing contracts across the United States. This includes developing, managing, and maintaining all relationships and associated contracts and coordinating responses to man-made and natural disasters during all disaster preparedness, response, and recovery phases. Shanti also facilitated and supported ongoing efforts nationwide regarding gap analysis of emergency management programs, exercise development and evaluations, and continuity of operations planning for the private and public sectors.

EMPLOYMENT HISTORY

- ▶ Director, Emergency Management, iParametrics, LLC, Fernandina Beach, Florida, July 2021 – Present
- ▶ Director, Emergency Management and Disaster Recovery, Excel USA, Jacksonville, Florida, January 2020 – July 2021
- ▶ Program Manager, Preparedness, Response, and Hazard Mitigation, Aptim Environmental & Infrastructure, LLC, Jacksonville, Florida, September 2017 – January 2020
- ▶ National Program Director, Witt O'Brien's, Jacksonville, Florida, May 2012 – July 2017
- ▶ Deputy Director and Operations Chief/Homeland Security Coordinators, Collier County Emergency Management, Collier County, Florida, November 2010 – May 2012

ERICA CARTER, CCP, MEP, KCEM

SENIOR GRANT MANAGEMENT SPECIALIST: EMERGENCY MANAGEMENT PLANNING & TRAINING



PROFESSIONAL QUALIFICATIONS

Erica Carter brings over 15 years of emergency management expertise with a specialization in training, strategic planning, and exercise coordination. In Florida, she has led key initiatives such as a multi-day HSEEP-compliant tabletop and recovery exercise for Sarasota County, which involved multiple jurisdictions and healthcare partners. Erica also planned and executed a tabletop exercise for the North Central Florida Healthcare Coalition, demonstrating her capacity to manage large-scale collaborative training events. Her work often includes developing After-Action Reports and Improvement Plans that meet federal compliance standards. A FEMA-certified Master Exercise Practitioner, Erica consistently delivers high-impact preparedness and training programs, reinforcing resilience in both public and private sector settings across Florida and the broader U.S.

RELEVANT EXPERIENCE

DIRECTOR, TRAINING AND EXERCISES, IPARAMETRICS, LLC, ALPHARETTA, GEORGIA, OCTOBER 2021 – PRESENT

Erica develops, refines, and assists with the deployment of adult learning courses for online/virtual presentations as well as live courses. Most recent projects include the Association for the Advancement of Cost Engineering certification preparation course, Fluor Public Assistance Delivery course, and Mecklenburg County crisis management training.

Additionally, Erica creates, develops, executes, and directs tabletop, functional, and full-scale exercises across the country. Most recent projects include a multi-day exercise for Sarasota County and a tabletop exercise with Mecklenburg County.

Erica assists municipalities with the American Rescue Plan Act (ARPA) fund distribution and reporting. Most recent work includes establishing a sub-award grant program, developing and deploying the sub-award grant portal, and processing, refining, and analyzing projects submitted through the portal on behalf of the Commission.

Erica is also responsible for grant writing for multiple municipalities, with current awards totaling more than \$7M from multiple agencies, including the Department of Transportation, Department of Housing and Urban Development, and Department of Justice.

MANAGER OF CAMPUS RESILIENCE AND STRATEGIC PLANNING, UNIVERSITY OF KANSAS MEDICAL CENTER, KANSAS CITY, KANSAS, MARCH 2015 – APRIL 2020

- ▶ Wrote the Emergency Operations Plan for the University of Kansas Medical Center (rev 2017).

15 YEARS

EMERGENCY MANAGEMENT EXPERIENCE

COMPANY

iParametrics, LLC

EDUCATION

Master of Arts, Homeland Security, Naval Postgraduate School, Monterey, California, 2018

Bachelor of Science, Biochemistry, University of Kansas, Lawrence, Kansas, 2005

REGISTRATIONS/ CERTIFICATIONS

Certified Continuity Practitioner, FEMA, December 2023

Master Exercise Practitioner (MEP), FEMA

Kansas Certified Emergency Manager (KCEM), Kansas Emergency Management Agency

- ▶ Created an active shooter preparedness program for the University of Kansas Health System, including an Active Shooter Response Plan specific to each department and unit.
- ▶ Assisted the ALICE® Training Institute with the initiation of the ALICE® online healthcare active shooter response course.
- ▶ Used Master Exercise Practitioner certification to plan, develop, and execute exercises. These have included Code Pink Exercises, Cybersecurity Exercises, Severe Weather Exercises, and a multi-jurisdictional Full Scale Active Shooter Exercise for the University of Kansas Medical Center and The University of Kansas Health System.
- ▶ Led Strategic Planner for KUMC Public Safety Division to include the development of the wildly important goal (WIG) and the broad lead-measure categories to achieve the goal. The department succeeded in exceeding the goal 6 months ahead of the 3-year strategic timeline.
- ▶ Drafted preparedness policies and collaborated with administration at the University of Kansas Medical Center and The University of Kansas Health System to finalize and disseminate policy directives.
- ▶ Assisted other departments with training needs, including WebEOC, CPR, LifeSlider, Fire Extinguisher, De-escalation, and Active Shooter Preparedness, to name a few.
- ▶ Collaborate with members of The University of Kansas Health System, Kansas City, Kansas Police and Fire Departments, the Unified Government of Wyandotte County, and other regional partners.

PUBLIC SAFETY TRAINING MANAGER AND EMERGENCY MANAGEMENT SPECIALIST, UNIVERSITY OF KANSAS MEDICAL CENTER, KANSAS CITY, KANSAS, MARCH 2014 – MARCH 2015

Erica delivered required training to police and security officers and managed training to meet accreditation standards. She developed an electronic training tracking and scheduling system. She also assisted the Emergency Manager with drills, exercises, and documentation.

TRAINING AND EXERCISE COORDINATOR, FRATERNAL ORDER OF POLICE LODGE 40, WYANDOTTE COUNTY, KANSAS CITY, KANSAS, NOVEMBER 2012 – MARCH 2014

Erica ensured employees were trained and up to date with current Emergency Preparedness policies and procedures and each employee had exercised their assigned role in the event of an emergency. She provided training so all employees were capable of deployment for any emergency. Erica was a member of a collaborative team responsible for grant documentation and fulfillment. She created and maintained the Health Department web pages and established and served as head of the Health Department's Health and Wellness committee. Erica sat as a voting member of the University of Kansas Research Safety Committee and participated in regional DHS subcommittees through the Mid-America Regional Council.

EMPLOYMENT HISTORY

- ▶ Director, Training and Exercises, iParametrics, LLC, Alpharetta, Georgia, October 2021 – Present
- ▶ Assistant Director of Business Continuity and Emergency Management, University of Kansas Health System, Lawrence, Kansas, April 2020 – October 2021
- ▶ Manager of Campus Resilience and Strategic Planning, University of Kansas Medical Center, Kansas City, Kansas, March 2015 – April 2020
- ▶ Public Safety Training Manager and Emergency Management Specialist, University of Kansas Medical Center, Kansas City, Kansas, March 2014 – March 2015
- ▶ Training and Exercise Coordinator, Fraternal Order of Police Lodge 40, Wyandotte County, Kansas City, Kansas, November 2012 – March 2014
- ▶ Medical Technologist, Fraternal Order of Police Lodge 40, Wyandotte County, Kansas City, Kansas, August 2007 – November 2012

JULLIAN RODRIGUE, KCEM

SENIOR GRANT MANAGEMENT SPECIALIST: EMERGENCY MANAGEMENT TRAINING AND PLANNING



PROFESSIONAL QUALIFICATIONS

Jillian Rodrigue is an Influential and passionate emergency manager with 17 years of experience developing an emergency management program through strategic planning, operational expertise, and exceptional leadership. Jillian serves as the Douglas County, Kansas, Deputy Director of Emergency Management, where she ensured operational readiness and rapid response of personnel (internal and external), technology, and physical spaces to all-hazards incidents and planned events.

She is proficient in quickly making connections and cultivating impactful relationships with first responders, all levels of government, community members, non-governmental agencies, and the private sector. Jillian is an innovator who is always seeking to improve through technology advancements, community best practices, process review and revision, and continuous learning. Her experience includes delivering dynamic conference presentations, facilitating dozens of exercises, and tailored training for commissioners to elementary students.

RELEVANT EXPERIENCE

PROJECT COORDINATOR, IPARAMETRICS, LLC, LAWRENCE, KANSAS, OCTOBER 2024 – PRESENT

Jillian is experienced in supporting emergency and disaster operations with a strong focus on planning and post-incident analysis. She is skilled in facilitating and developing Incident Action Plans (IAPs), conducting After Action Reviews (AARs), and creating Improvement Plans to enhance preparedness and response efforts.

INDEPENDENT CONTRACTOR, JILLIAN RODRIGUE, LAWRENCE, KANSAS, AUGUST 2024 – OCTOBER 2024

Jillian conducted program assessments and post-exercise evaluations to improve emergency plans and operations. She facilitated meetings and created incident action plans in support of events. She also created graphics for visual aids.

DEPUTY DIRECTOR, DOUGLAS COUNTY EMERGENCY MANAGEMENT, KANSAS, NOVEMBER 2007 – AUGUST 2024

EOC Manager, Emergency Operations Center Training and Activation, Douglas County Emergency Management, Lawrence, Kansas

Jillian was responsible for maintenance, training, and activation of the Emergency Operations Centers (EOCs) and county-wide warning and notification systems. In this role, she served as EOC Manager during presidentially declared disasters in 2019 and 2020, Planning Section Chief of the County's COVID-19 Unified Command, and Incident Commander of the County's drive-through COVID-19 mass-vaccine clinics. Deployed to

17 YEARS

EMERGENCY MANAGEMENT EXPERIENCE

COMPANY

iParametrics, LLC

EDUCATION

Bachelor of Science, Atmospheric Sciences, University of Louisiana, Monroe, Louisiana

REGISTRATIONS/ CERTIFICATIONS

Kansas Certified Emergency Manager (KCEM), Kansas Emergency Management Agency, 2023

Certified Public Manager, University of Kansas, 2011

Homeland Security Exercise and Evaluation Program Certified, 2009

Amateur Radio Operator

Community Emergency Response Team Certified, 2007

TRAINING

40-Hour Basic Peer Support and Commander, Level Peer-Support, 2023

Kansas Leadership Center's KLC Path, 2021

National Emergency Management Advanced Academy, 2016

FEMA Professional Development Series, 2011

FEMA IS-100, IS-200, ICS 300, ICS 400, IS-700, IS- 800, 2009

two hazardous materials incidents as support for the local emergency manager and public information officer.

For training and exercises, Jillian created, facilitated, and evaluated training and exercises to promote readiness by supporting stakeholders, leaders, and partners in the organization through written policies, procedures, and guidelines. She spearheaded the public education program, including presentations, social media campaigns, media interviews, and community outreach and training events.

Her Emergency Planning responsibilities included supporting the development and maintenance of a wide variety of emergency plans, continuity of operations plans, and hazard mitigations. She provided strategic and direct program oversight. She also developed the first fully integrated and supported (all participating departments and agencies) Incident Action Plans for the NCAA men's basketball tournament celebrations and championship parade, which brought hundreds of responders, the University of Kansas, county and municipal departments, and businesses together to support a safe and celebratory environment for the 40,000-60,000 fans in Downtown Lawrence.

ADJUNCT INSTRUCTOR, EMERGENCY MANAGEMENT INSTITUTE, FEMA, JUNE 2018 – PRESENT

Jillian is a highly rated contract instructor for the Science of Disaster (0102) and Emergency Planning (0103) curriculum as a part of FEMA's National Emergency Management Basic Academy.

EMPLOYMENT HISTORY

- ▶ Project Coordinator, iParametrics, LLC, Lawrence, Kansas, October 2024 – Present
- ▶ President, Kansas Emergency Management Association, Lawrence, Kansas, September 2024 – Present
- ▶ President-Elect, Kansas Emergency Management Association, Lawrence, Kansas, September 2023 – September 2024
- ▶ Independent Contractor, Jillian Rodrigue, Lawrence, Kansas, August 2024 – October 2024
- ▶ Adjunct Instructor, Emergency Management Institute, FEMA, June 2018 – Present
- ▶ Deputy Director, Douglas County Emergency Management, Kansas, November 2007 – August 2024
- ▶ Homeland Security Coordinator Assistant/Planner, Douglas County Emergency Management, Kansas, April 2007 – November 2007
- ▶ Northeast Region Vice President, Kansas Emergency Management Association, Lawrence, Kansas, September 2012 – September 2016

JESSIE BOYER

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA HAZARD MITIGATION



PROFESSIONAL QUALIFICATION

Jessie Boyer serves as an Emergency Manager who has worked in emergency management for five years and possesses a drive for problem-solving focused on regional and community issues. She is passionate about people, human rights, and the environment. Jessie is a FEMA Hazard Mitigation Grant Writer with experience in program design, building, and implementation. She is knowledgeable with FEMA Hazard Mitigation and other related grants for disaster recovery, having provided support for General Planning Support Programs (GPS), Critical Facility Hardening Programs (CFHP), and General Infrastructure Programs (GIP) throughout Florida for the Florida Department of Economic Opportunity.

RELEVANT EXPERIENCE

GRANTS SPECIALIST, IPARAMETRICS, COLUMBIA, MARYLAND, NOVEMBER 2023 – PRESENT

Grant Writer, Hurricane Idalia FEMA HMGP Applications, Advent Health North, Pinellas, Florida

Jessie assisted the client with their \$55 million application for HMGP funds to harden the building envelope of their hospital to meet current wind codes for coastal communities. The application was submitted to the Pinellas County Local Mitigation Strategy (LMS) and approved for funding priority. It has also been submitted to the Florida Division of Emergency Management for processing.

Project Writer, Hurricane Ian FEMA Public Assistance and Hazard Mitigation Grant Programs, Johns Hopkins All Children's Hospital and Outpatient Facilities, Florida

Jessie assisted in RFI requests from the State of Florida and facilitated the proper submission of grant applications, ensuring all documentation was complete and provided on time in the proper format for all six applications, one of which has been approved and funded to date \$800K in FEMA Public Assistance funds and over \$18M in HMGP applications.

Grant Writer, CDBG-DR Applications, Lee County Schools, Florida

Jessie identified projects and wrote \$25M in HMGP applications and \$500,000 for CDBG-DR planning funds for District-wide Vulnerability Assessment (which had been awarded). Additionally, Jessie helped apply for an additional \$50M in CDBG-DR funds for district-wide infrastructure hardening, which has been approved by the County and sent to HUD for final approval.

5 YEARS GRANT MANAGEMENT EXPERIENCE

COMPANY

iParametrics, LLC

EDUCATION

Master of Science, International Affairs, Florida State University, Tallahassee, Florida

Bachelor of Science, International Affairs and Chinese Language and Culture, Florida State University, Tallahassee, Florida

HIGHLIGHTS

Emergency Management

Program Design, Building & Implementation

REGISTRATIONS/ CERTIFICATIONS

Florida Certified Contract Manager (FCCM), Florida Department of Management Services, Issued: May 2021

Emergency Management & Homeland Security Certificate, Emergency Management & Homeland Security Program, Florida State University, 2020

TRAINING

FEMA Certificates, IS-100, IS-120, IS-200, IS-230.d, IS-230.c, IS-235.c, IS-321, IS-393.b, IS-700, and IS-800

DATA ANALYST, HAGERTY CONSULTING, SAN DIEGO, CALIFORNIA, OCTOBER 2022 – SEPTEMBER 2023

As a Data Analyst, Jessie worked alongside a non-government organization on a California Department of Public Health-supported humanitarian mission.

ASSOCIATE, RECOVERY DIVISION, HAGERTY CONSULTING, TAMPA, FLORIDA, JULY 2021 – OCTOBER 2022

Jessie was a Financial Analyst for a COVID-19 project for the California Department of Public Health.

DEPUTY BUREAU CHIEF, FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, TALLAHASSEE, FLORIDA, APRIL 2021 – JULY 2021

For Hurricanes Michael, Irma, Hermine, and Matthew CDBG-DR Recovery Programs, Jessie oversaw seven CDBG-DR programs with a combined total of over \$447M in federal HUD funding. She assisted the Bureau Chief in overseeing 14 different programs that have a combined total of over \$1.5B in federal HUD funding in the Bureau of Economic Recovery.

MITIGATION ANALYST, CRITICAL FACILITY HARDENING PROGRAM, FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, TALLAHASSEE, FLORIDA, FEBRUARY 2020 – APRIL 2021

Jessie served as the lead for the Critical Facility Hardening Program with 61 subrecipients whose projects totaled \$75 million. She developed, prepared, implemented, and maintained the program application process for the Mitigation Team's three CDBG-MIT programs. She also created and oversaw the application, supporting application documents, and the scoring process used for all three programs.

EMPLOYMENT HISTORY

- ▶ Project Manager, iParametrics, LLC, Columbia, Maryland, November 2023 – Present
- ▶ Data Analyst, Hagerty Consulting, LLC, San Diego, California, October 2022 – September 2023
- ▶ Associate, Recovery Division, Hagerty Consulting, LLC, Tampa, Florida, July 2021 – October 2022
- ▶ Deputy Bureau Chief, Florida Department of Economic Opportunity, Tallahassee, Florida, April 2021 – July 2021
- ▶ Mitigation Analyst, Florida Department of Economic Opportunity, Tallahassee, Florida, February 2020 – April 2021
- ▶ ESF-6 Mass Care Intern, Florida Division of Emergency Management, Tallahassee, Florida, August 2019 – December 2019
- ▶ Graduate & Teaching Assistant, Florida State University, Tallahassee, Florida, January 2019 – December 2019

ASHLEY HEBERT, EI, CFM, CGM

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA HAZARD MITIGATION



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

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 the 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

Licensed Engineer Intern, Louisiana No. 21597

Contracting Officer Technical Representative – 2007 to 2010

Certified Floodplain Manager

Certified Grants Manager (Federal Track) Trained in Community Relations for FEMA

also prepares the scope of work modification documentation and associated environmental assessment for agency review.

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-Kuykendall & 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

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA HAZARD MITIGATION



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

MARIA BEDIA

GRANT MANAGEMENT SPECIALIST: FEMA HAZARD MITIGATION



PROFESSIONAL QUALIFICATION

Since 2009, Maria Bedia has gained extensive experience in a variety of federal and state grant programs, specifically ones offered by the Federal Emergency Management Agency (FEMA) and the Texas Department of Emergency Management (TDEM). She has submitted applications that were successful in receiving funding from the Hazard Mitigation Grant Program (HMGP). In addition to preparing the applications, Maria was responsible for project implementation, management, reporting, and closeout. She managed Public Assistance (PA) projects for several declared disasters. Maria has experience working in FEMA's Grants Portal as well as TDEM's Grants Management System (GMS). Maria is excited to be joining GrantWorks and making a difference in the lives of others.

RELEVANT EXPERIENCE

SENIOR GRANTS SPECIALIST, GRANTWORKS, INC., CORPUS CHRISTI, APRIL 2024 – PRESENT

Maria develops applications for and administers FEMA Hazard Mitigation Assistance (HMA) funds awarded to applicants by coordinating multiple types of projects at various stages of implementation. She also provides financial and technical project management, including review of contracts, contractor pay estimates, progress reports, change orders, and contract amendments, along with technical assistance regarding program rules, policies, and procedures.

STRATEGIC PLANNING MANAGER, PORT OF CORPUS CHRISTI AUTHORITY, CORPUS CHRISTI, TEXAS, FEBRUARY 2022 – MARCH 2024

Maria led the functional area of strategic projects within the Planning Department, which included strategic project initiations and coordination. Maria researched and analyzed studies concerning trends and programs for Port development. She was also responsible for initiating phase one of the Port's enterprise asset management system, as well as grant development and compliance. Maria supervised two employees.

GRANT ADMINISTRATOR, NUECES COUNTY, CORPUS CHRISTI, TEXAS, OCTOBER 2018 – JANUARY 2022

In 2018, Maria was appointed by the County Commissioners Court 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.

GRANT WRITER/COORDINATOR, NUECES COUNTY, CORPUS CHRISTI, TEXAS, 2009 – 2018

As the Grant Writer/Coordinator from 2009-2018, Maria wrote grant proposals and assisted in the implementation of awarded projects, ensuring that all projects were delivered on time within scope and budget.

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

REGISTRATIONS/ CERTIFICATIONS

Certificate in Asset Management, Institute of Asset Management, Bristol, England, 2023

Certificate in Local Government Procedures, Texas Department of Transportation, Austin, Texas, 2022

TRAINING

Management Incubator, Rice Business Executive Education, Houston, Texas, 2020

PROFESSIONAL AFFILIATIONS

Member, Project Management Institute, 2024

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 the areas of accounts payable, personnel, timekeeping, and auditing. She assisted in the preparation of the annual departmental budget and prepared documents, agenda items, and presentations for the Commissioners Court.

EMPLOYMENT HISTORY

- ▶ Associate Director of FEMA Services, GrantWorks, Inc., Corpus Christi, Texas, December 2024 – Present
- ▶ Hazard Mitigation Project Manager, GrantWorks, Inc., Corpus Christi, Texas, April 2024 – December 2024
- ▶ 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

AELI GONZALEZ GLADSTEIN

SENIOR PLANNER: HAZARD MITIGATION PLANNING



PROFESSIONAL QUALIFICATIONS

Aeli Gonzales Gladstein is a seasoned Senior Hazard Mitigation Planner with over a decade of experience in disaster resilience, risk assessment, and community-based planning. With a strong background in urban planning and environmental science, Aeli specializes in developing and implementing strategic hazard mitigation plans that reduce community vulnerability and enhance long-term resilience to natural and human-made disasters.

Throughout her career, Aeli has worked with local, state, and federal agencies to support pre- and post-disaster planning initiatives. His work emphasizes equity, sustainability, and data-driven decision-making. Aeli has led multi-disciplinary teams through complex risk analyses and has facilitated stakeholder engagement processes that empower communities to make informed resilience investments. He brings a deep understanding of climate adaptation, floodplain management, and critical infrastructure protection to his work, ensuring that mitigation actions are not only technically sound but also socially and economically just.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2022 – PRESENT

As a Senior Hazard Mitigation 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

As a Project Manager, Aeli managed over \$55 million in projects funded through various agencies, including the Texas General Land Office (GLO) and the Texas Department of Agriculture (TDA). Aeli coordinated and managed multiple complex infrastructure projects at various stages of implementation, building relationships with local and state government officials, as well as members of the public. He worked closely with multiple stakeholders and partners to achieve outcomes beneficial to communities and residents. He also partnered in this process, including municipal and county clients, project engineers, construction contractors, and state agencies. Aeli managed the financial aspects of several projects at once, including reviewing contract pay applications and professional service invoices, maintaining ledgers, and tracking budgets. He communicated effectively with multiple stakeholders through memos, e-mails, formal letters, phone calls, meetings, and public presentations.

7 YEARS

PROJECT MANAGEMENT AND ENVIRONMENTAL 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

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.

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 in the Department of Health and Nutrition Sciences. She provided instruction while encouraging the development of professional skills among students through innovative assignments and in-class exercises.

GRADUATE POLICY FELLOW, NYC COUNCIL MEMBER BRAD LANDER, BROOKLYN, NEW YORK, APRIL 2016 – AUGUST 2016

Aeli led research, policy development, and outreach efforts for multiple issues related to sustainability and social justice. He coordinated with City Council Members’ offices, the NYC Mayor’s office, a variety of 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 the expansion of the home organics recycling program. He 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 served as a liaison, project manager, and on-the-ground educator for the NYC Department of Sanitation home organics recycling program expansion. He also managed four staff members.

EMPLOYMENT HISTORY

- ▶ Senior Hazard Mitigation Planner, GrantWorks, Inc., Austin, Texas, January 2025 – Present
- ▶ Hazard Mitigation Planner, GrantWorks, Inc., Austin, Texas, May 2022 – January 2025
- ▶ 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, Wisser 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

BRICE BLOOMER, CFM

ENVIRONMENTAL SCIENTIST



PROFESSIONAL QUALIFICATIONS

Brice Bloomer joined GrantWorks as an Environmental Scientist. He implements environmental compliance for numerous types of U.S. Department of Housing & Urban Development (HUD) funded Community Development Block Grant (CDBG) projects. Brice manages a team to research and interpret environmental compliance data to draft and compile Environmental Review Records, including Tiered Reviews; compliance with state and federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, the Endangered Species Act; and more; and coordinating with state and federal agencies to facilitate environmental review and clearance.

Brice has over four years of relevant National Environmental Policy Act (NEPA) environmental compliance experience. Before joining GrantWorks, Brice was a Project Scientist at Trileaf Corporation in Austin for several years. Brice worked directly with local landowners and local and state government entities in over ten states, including Texas. Brice successfully completed over 150 NEPA Reports and environmental assessments, migratory bird studies, biological assessments, and over 100 Phase I Environmental Site Assessments (ESAs). He has worked on threatened and endangered species studies and Phase I ESAs in Arkansas, Arizona, Colorado, Florida, Iowa, Louisiana, Maryland, Massachusetts, Minnesota, Mississippi, New Mexico, Oklahoma, and Texas. Brice has experience with disaster recovery, infrastructure construction, environmental compliance requirements for HUD-funded housing projects, parks and coastal projects, and Federal Communications Commission-regulated reports.

RELEVANT EXPERIENCE

ENVIRONMENTAL SERVICES MANAGER, GRANTWORKS INC., AUSTIN, TEXAS, NOVEMBER 2021 – PRESENT

Brice manages a team of environmental scientists to complete environmental reviews for the Texas Department of Agriculture (TDA), Texas General Land Office (GLO), Texas Department of Housing & Community Affairs (TDHCA), and more. He also obtains environmental clearances for the CDBG-Disaster Recovery (CDBG-DR) and CDBG-Mitigation (CDBG-MIT) Programs.

ENVIRONMENTAL TEAM LEAD/ENVIRONMENTAL SCIENTIST, GRANTWORKS INC., AUSTIN, TEXAS, MAY 2019 – NOVEMBER 2021

Brice guided, supported, and reviewed environmental reviews by the Environmental Team.

Environmental Scientist, CDBG-DR Local Buyout and Acquisition Program, Multiple Clients, Multiple Locations, Texas, May 2019 – Present, Grant Amount: \$59,180,254

On this project, the project team tasked Brice with managing all

9 YEARS

ENVIRONMENTAL EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Environmental Studies, Texas A&M University, College Station, Texas, August 2016

HIGHLIGHTS

Multi-Agency NEPA Experience

Passionate

Team Collaborator

REGISTRATIONS/ CERTIFICATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, Active

Certified Floodplain Manager, Association of State Floodplain Managers, Active

TRAINING

Region VI Environmental Training, U.S. Department of Housing and Urban Development, 2019

PROFESSIONAL AFFILIATIONS

Member, Central Texas Association of Environmental Professionals

environmental clearances in the CDBG-DR Local Buyout and Acquisition Program for the following localities: Austin County, Fayette County, Grimes County, City of Ingleside, City of Jasper, Liberty County, Jasper County, Milam County, Polk County, San Jacinto County, Texas City, City of Victoria, Victoria County, Waller County, City of Wharton, and Wharton County. Brice facilitates communication between state and local stakeholders and contractors to ensure environmental clearance.

Environmental Team Lead, Hurricane Harvey CDBG-DR Long-Term Recovery Program, Refugio County, Texas, Contract Number: 20-065-110-C306, April 2020 – December 2024, Grant Amount: \$12,662,845

Refugio County received funding to conduct street, drainage, water, wastewater, and public facility Infrastructure improvements to facilitate proper stormwater conveyance, reduce the impact of future flooding, provide continued ingress/egress to the area, facilitate the proper functioning of critical wastewater and water system components to minimize the effect of sewage contamination and backflow and ensure the availability of potable water and ensure emergency response systems are fully operational in emergencies. Brice delegated project sections to other team members to clear the entire grant's environmental components as quickly as possible. Brice cleared the new communication tower because of his expertise in FCC and HUD regulations.

Environmental Team Lead, 2016 Floods CDBG-DR Multifamily Housing, City of Cross Plains, Cross Plains, Texas, Contract Number: 19-076-049-B702, February 2020 – June 2024, Grant Amount: \$2,000,000

The City of Cross Plains received funding to construct ten multifamily housing units on city-owned property. Although this was a housing project, GrantWorks incorporated an alternate sewer line (funded by the City) into the environmental review. Brice coordinated with the Texas General Land Office and contractors to maintain a safe and contamination-free site for development.

Environmental Team Lead, 2015 Floods CDBG-DR Multifamily Housing, City of Hubbard, Hubbard, Texas, Contract Number: 19-110-000-B446, May 2019 – December 2023, Grant Amount: \$1,389,089

The City of Hubbard received funding to construct eight multifamily rental housing units on city-owned land that the Hubbard Housing Authority will manage. Brice provided environmental expertise and wrote reports on behalf of the City. Extensive contamination was found near the property; therefore, GrantWorks procured Phase I ESAs and Phase II ESAs to locate the proximate origin of the contamination. Brice coordinated with the Texas General Land Office and contractors to maintain a safe and contamination-free development site.

PROJECT SCIENTIST, TRILEAF CORPORATION, AUSTIN, TEXAS, OCTOBER 2016 – MAY 2019

Brice was a Project Scientist responsible for NEPA reports, Informal Biological Assessments, SHPO procedural, and 620/621 FCC submittals. He wrote Phase I Environmental Site Assessment (ESA), Phase I Update, and Limited Site Inspection reports. He also identified Recognized Environmental Concerns (RECs) for project proposals. Brice used online federal and state databases for ESA reports. He consulted with parcel owners on the property's past/current uses, executed fieldwork observations of project sites, drafted and prepared architectural layout drawings for commercial properties, and calculated dimensions and allowances to accommodate changes. Bruce also performed migratory bird evaluations.

AMERICORPS MEMBER, AMERICAN CONSERVATION EXPERIENCE, FLAGSTAFF, ARIZONA, MAY 2016 – AUGUST 2016

Brice built trails, removed invasive species, restored habitat, and practiced environmental conservation. He worked on trails in the Grand Canyon National Park and Rogers Lake Community. He also removed invasive species at the Colorado National Monument and fenced in the Petrified Forest National Park.

EMPLOYMENT HISTORY

- ▶ Environmental Services Manager, GrantWorks, Inc., Austin, Texas, November 2021 – Present
- ▶ Environmental Team Lead, GrantWorks, Inc., Austin, Texas, May 2020 – November 2021
- ▶ Environmental Scientist, GrantWorks, Inc., Austin, Texas, May 2019 – May 2020
- ▶ Project Scientist, Trileaf Corporation, Austin, Texas, October 2016 – May 2019
- ▶ AmeriCorps Member, American Conservation Experience, Flagstaff, Arizona, May 2016 – August 2016

VINCENT GRADNEY

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



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

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 management oversight and executes strategies for Project Worksheet formulation and submissions.

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

- ▶ 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 Grant Manager, GrantWorks, Inc., 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

KATIE GUESSFELD, CGMS

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Katie Guessfeld is a Senior Grants Management Consultant with 17 years of experience managing federal grants. While employed with the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), Katie became a Subject Matter Expert on the Public Assistance Program, ultimately developing the training program required for all new grant managers, as well as the standard operating procedures (SOPs) by which the State of Louisiana reviewed and processed reimbursement requests for over \$15 billion in federal grant funding. In the public sector, Katie has supported applicants through their recovery from devastating floods, fires, hurricanes, and tornados, with a passion for supporting nonprofit organizations. In addition to disaster recovery, Katie has experience in non-disaster grants, financial and regulatory reporting, organizational budgeting and accountability, and emergency response. In her current role, she specializes in policy interpretation, personnel and client management, budget prioritization, and program compliance.

RELEVANT EXPERIENCE

DIRECTOR OF PROGRAM DELIVERY, EMERGENT RISK SOLUTIONS, LLC, BATON ROUGE, LOUISIANA, APRIL 2025 – PRESENT

Project Manager, South Carolina Electric Cooperatives, DR-4829, Statewide, 2024 - Present

Katie works directly with Co-Op staff and leadership to support emergency response operations and long-term recovery. She reviews insurance policies in place at the time of the disaster, provides an initial interpretation of coverage for damaged facilities, and provides guidance on acquiring temporary facilities in line with programmatic guidelines and Co-Op procurement regulations. Katie provides clients with procurement reviews to comply with 2 CFR 200 for the acquisition of qualified contractor resources to assist in response and recovery activities. She serves as the remote Subject Matter Expert for the FEMA Public Assistance Program, providing guidance, support, and technical knowledge to allow the Co-Op to make real-time informed decisions for their recovery. She also serves as a liaison between clients, SCEMA, and FEMA. Appeal to the state and federal entities for decisions and actions most advantageous to the recovery of clients.

Project Manager, Wilshire Boulevard Temple, DR-4407, Statewide, 2022 – Present

Katie works with the applicant and legal counsel to interpret relevant arbitration decisions impact on PA program implementation in addition to analysis of other grants and legal settlements and the California Disaster Assistance Act impact on FEMA PA program implementation. Katie developed a strategy to address wildfires and the programmatic impact of subsequent related events. She assists in developing a record of the pre-disaster condition of facilities and costs incurred in response, including

17 YEARS

DISASTER RECOVERY EXPERIENCE

COMPANY

Emergent Risk Solutions, LLC

EDUCATION

Bachelor of Science, General Studies, Southeastern Louisiana University, 2007

HIGHLIGHTS

MGT 345 – Disaster Management for Electric Power Systems

Fraud Awareness and Identification

Public Information

RUS Accounting and Reporting Standards

Numerous procurement and contracting courses

Grants Management Book of Knowledge (GMBOK)

CERTIFICATIONS/REGISTRATIONS

Certified Grant Management Specialist (CGMS), National Grants Management Association

TRAINING

Over 40 FEMA Independent Study Courses

mixed-use analysis. Katie provides clients with procurement reviews to comply with 2 CFR 200 for the acquisition of qualified contractor resources to assist in response and recovery activities. She served as the remote Subject Matter Expert for the FEMA Public Assistance Program, providing guidance, support, and technical knowledge to allow the WBT to make real-time informed decisions for their recovery. She also served as a liaison between WBT, CalOES, and FEMA. Appeal to the state and federal entities for decisions and actions most advantageous to the recovery of clients.

Public Assistance Technical Assistance Liaison, FEMA Public Assistance Subrecipient Support Services for Multiple Subrecipients, Louisiana GOHSEP, Statewide, 2022 – Present

Katie represented the Lockport Volunteer Fire Department, Lafourche Parish Fire District #2, and various other subrecipients in their Public Assistance claims related to Hurricane Ida damages. She worked with each subrecipient and FEMA to identify damages eligible for repair, as well as document and support claims for substantially damaged facilities eligible for replacement. Katie reviewed for accuracy and recommended edits to site inspection reports, DDD, SOW, and cost estimates. She also developed procedures unique to each subrecipient to ensure maximum reimbursement and compliance for all projects through the grants management and closeout processes. Katie placed a special emphasis on project formulation and program compliance.

Senior Grant Manager, Funding Opportunity Profiles Project, Emergent Risk Solutions, Louisiana Department of Wildlife and Fisheries, Baton Rouge, Louisiana, 2022 – Present

Katie coordinated with the client to identify projects in need of outside funding sources and worked with team members to rank projects by priority and likelihood of funding availability. She conducted exhaustive research on grant opportunities for identified projects, ultimately providing the client with a living document that contains all relevant information on each grant opportunity to encourage informed decision-making. She also participated in the preparation and review of applications at the client's direction.

REGULATORY ANALYST, DIXIE ELECTRIC MEMBERSHIP CORPORATION (DEMCO), BATON ROUGE, LOUISIANA, 2019 – 2022

Katie was an integral part of the Hurricane Ida recovery team; advised management on best practices to ensure future PA reimbursement, reviewed all invoices for completeness, accuracy, compliance with contract terms and eventual PA eligibility, and coordinated with mutual aid entities to facilitate submission of supporting documentation to satisfy both internal policy and FEMA programmatic guidelines. She researched FEMA policy as it pertained to electric cooperatives and prepared written correspondence to state officials. Additionally, she represented DEMCO in meetings with the Governor's staff to petition for post-storm power restoration repairs to be categorized as either emergency or permanent work based on the specific event (Approved by FEMA on September 6, 2022, "Simplifying the Public Assistance, Part 2" memo). Katie managed the Accounts Payable personnel and operations and assisted in the financial analysis and preparation of rate filings.

ASSISTANT SECTION CHIEF, PUBLIC ASSISTANCE, LOUISIANA GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, BATON ROUGE, LOUISIANA, 2007 – 2019

Katie researched escalated issues for individual grant applicants and developed and implemented a plan of resolution. She identified areas of improvement in current policies and processes and suggested modifications to streamline procedures. Katie reviewed new guidance and regulations, identified the impact on current processes, briefed executive management on findings, and provided recommendations for procedural changes to account for new policies. She represented GOHSEP as a subject matter expert during deployment and various education outreach programs. Katie supported and developed SOPs for a staff of over 75 grant managers, disaster recovery specialists, and closeout technicians, including employees and contractors.

EMPLOYMENT HISTORY

- ▶ Director of Program Delivery, Emergent Risk Solutions, LLC, Baton Rouge, Louisiana, April 2025 – Present
- ▶ Regulatory Analyst, Dixie Electric Membership Corporation (DEMCO), Baton Rouge, Louisiana, 2019 – 2022
- ▶ Assistant Section Chief, Public Assistance, Louisiana Governor's Office of Homeland Security & Emergency Preparedness, Baton Rouge, Louisiana, 2007 – 2019

BRENDA MATHEWS

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Brenda Matthews' experience with disaster recovery programs began in 2005 following Hurricane Katrina, when she worked with a prime contractor for the State of Louisiana. Since then, Brenda has worked on FEMA Public Assistance grant programs, Community Development Block Grant Recovery (CDBG-DR) projects, and Hazard Mitigation Grant Programs (HMGP) following Hurricanes Rita and Maria. In a recent role, Brenda worked in Puerto Rico on Hurricane Maria recovery with the iParametrics/Fluor team under the FEMA PA contract to conduct site inspections, formulate DDDs and SOWs, formulate project descriptions using Grant Manager, and manage applicants requesting funding. She has strong experience in the grant application process and grant management.

RELEVANT EXPERIENCE

FEMA PUBLIC ASSISTANCE RECOVERY SPECIALIST, IPARAMETRICS, LLC, BATON ROUGE, LOUISIANA, MAY 2020 – PRESENT

Hurricane Maria EMA Public Assistance Technical Assistance Contract

Brenda managed several private, nonprofit critical, and non-critical applicants in the Health and Social Services sector. She analyzed the eligibility of expenses based on applicant and facility usage.

Hurricanes Katrina and Rita FEMA Public Assistance Technical Assistance Contract

Brenda analyzed costs by developing spreadsheet reports and verification of information. Researched procurement issues to ensure FEMA requirements were satisfied.

Disaster Consultant II, Hurricane Ian Recovery, Johns Hopkins All Children's Hospital, Florida

Brenda managed \$800K in FEMA PA Funds and \$18M in HMGP Funding.

Grant Consultant II, Hurricane Ian Recovery Pier Design, Naples, Florida

Brenda managed \$22.5M in FEMA PA funds

Hurricane Ian Recovery, Lee County School District, Lee County, Florida

Brenda assisted the client with the recovery of \$25M in HMGP applications and \$55M in CDBG-DR Infrastructure applications.

Project Writer, COVID-19 Pandemic Recovery, Mecklenburg County, North Carolina

Brenda worked on a \$9.6M project with FEMA PA funds.

Grant Management Specialist, COVID-19 Pandemic Recovery, Lowell, Massachusetts

Brenda managed \$3.2M in FEMA PA funds.

Senior Project Writer, Central Falls, Rhode Island

Brenda was a Senior Project Writer on a project in Central Falls, Rhode Island.

20 YEARS

DISASTER RECOVERY EXPERIENCE

COMPANY

iParametrics, LLC

EDUCATION

Coursework, University of Louisiana, Lafayette, Louisiana

HIGHLIGHTS

20 years of FEMA PA, HMGP, and HUD CDBG-DR grant experience

CERTIFICATIONS/ REGISTRATIONS

Certified Paralegal

Course E0381 Project Specialist, FEMA Emergency Management Institute

Project Writer, Finney County, Kansas

Brenda was a Project Writer for \$1.8M in FEMA PA funds.

Senior Project Writer, Hurricane Idalia Recovery, Tattnall County, Georgia

Brenda was a Senior Project Writer for \$1.1M in FEMA PA funds.

Disaster Consultant III, Hurricane Idalia Recovery, Advent Christian Village, Suwannee County, Florida

Brenda supported the recovery from Hurricane Idalia with FEMA PA guidance and advice.

Disaster Consultant III, Hurricane Idalia Recovery, Suwannee County, Florida

Brenda worked with the County to manage immediate recovery efforts after the Hurricane. Services included FEMA PA guidance and advice.

Disaster Consultant, Hurricane Michael Recovery, Town of Sneads, Florida

Brenda managed \$2M in FEMA PA funds.

Senior Project Writer, Isaias, Winter Storm, and COVID-19 Recovery, Borough of Hamburg, New Jersey

As Senior Project Writer, Brenda worked on Isaias, Winter Storm, and COVID-19 Recovery.

EMPLOYMENT HISTORY

- ▶ FEMA Public Assistance Recovery Specialist, iParametrics, LLC, Baton Rouge, Louisiana, May 2020 – Present
- ▶ FEMA Public Assistance Technical Specialist, iParametrics, LLC., Baton Rouge, Louisiana, January 2019 – October 2019
- ▶ FEMA Public Assistance Closeout Specialist, Bryant Hammett & Associates, LLC, Baton Rouge, Louisiana, April 2018 – January 2019
- ▶ FEMA HMGP Grant Manager, Hunt Guillot & Associates, Inc., Baton Rouge, Louisiana, August 2014 – March 2018
- ▶ CDBG and Labor Compliance Specialist, Hunt Guillot & Associates, Inc., Baton Rouge, Louisiana, May 2011 – August 2014
- ▶ Procurement Coordinator, Shaw Environmental & Infrastructure, LLC, Baton Rouge, Louisiana, April 2010 – May 2011
- ▶ Document Manager, Jacobs, Baton Rouge, Louisiana, October 2007 – October 2009
- ▶ Procurement Specialist, Shaw Environmental & Infrastructure, LLC, Baton Rouge, Louisiana, June 2005 – October 2007

DEAN OGAN

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Dean Ogan guides state and local governments through the process of receiving FEMA Public Assistance grants for all categories of work. The guidance provided includes the initial FEMA contract, documentation gathering, documentation formatting, eligibility review and recommendation, documentation submittal, and support in answering FEMA questions or requests. Dean has extensive experience working with Police, Fire, EMS, and other department heads in gathering documentation and presenting their reimbursement requests in the format required by FEMA. Activities include training client personnel on the documentation required, filling out FEMA forms, reviewing documentation, and uploading documentation into the FEMA Grants Portal.

RELEVANT EXPERIENCE

SENIOR GRANTS SPECIALIST, GRANTWORKS, INC, TRAFALGAR, INDIANA, MARCH 2024 – PRESENT

Under the GrantWorks disaster cadre, Dean is a Disaster Recovery Consultant.

DISASTER RECOVERY CONSULTANT | CONTRACTOR, WITT O'BRIEN'S LLC, JUNE 2013 – PRESENT

Dean guided state and local governments through the process of receiving FEMA Public Assistance grants for all categories of work.

FEMA PUBLIC ASSISTANCE OFFICER (PAO), DEPUTY PUBLIC ASSISTANCE OFFICER (DPAO), PUBLIC ASSISTANCE COORDINATOR (PAC), MEMBER OF CLOSEOUT TEAM, AND REVIEWER, FEDERAL EMERGENCY MANAGEMENT AGENCY, 1994 – 2013

Dean served as a Public Assistance Officer (PAO), Deputy Public Assistance Officer (DPAO), Public Assistance Coordinator (PAC), member of the Closeout Team, and Reviewer for FEMA. He managed approximately (75-80) disaster assistance employees, contractors, and state employees in delivering timely disaster assistance. Dean coordinated with the Regional PA team leader in developing procedures for improving grant preparation, mitigation, insurance, and historic preservation reviews. He closely coordinated with USACE and NRCS to deliver timely disaster assistance funding while ensuring appropriate federal funds were used. Dean oversaw USACE and EPA activities for disaster-specific mission assignments. He developed and executed work plans for grant closeout in various states within the region. Dean coordinated with applicants and states to resolve issues, successfully closing several large complex grants. He has spent considerable time working with electrical co-ops and drainage authorities, guiding eligibility and grant preparation.

35 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Business Administration, Indiana University, Indianapolis, Indiana, 1985 – 1987

Associate of Arts, Community Mental Health, Montgomery College, Rockville, Maryland, 1969 – 1974

HIGHLIGHTS

Extensive FEMA Public Assistance and Hazard Mitigation Assistance Experience

Former FEMA Employee

FEMA Grants Portal

TRAINING

Numerous FEMA Disaster Assistance Courses.

DEPUTY HAZARD MITIGATION OFFICER, MITIGATION SPECIALIST, AND LONG-TERM RECOVERY SPECIALIST, FEDERAL EMERGENCY MANAGEMENT AGENCY, 1994 – 2013

Dean served as a Deputy Hazard Mitigation Officer, Mitigation Specialist, and Long-Term Recovery Specialist. He managed approximately 25 disaster assistance employees. Dean developed a planning model to assist communities with project development. Using multiple funding sources, he trained local communities and state and federal employees on project development. Dean developed and delivered a training format for mitigation counselors. He also chaired community citizen committees, resulting in numerous Section 404 Hazard Mitigation Grants. On numerous occasions, he coordinated with SBA, HUD, USACE, and other federal and state agencies for mitigation project development.

HAZARD MITIGATION BRANCH CHIEF, STATE EMERGENCY MANAGEMENT AGENCY, INDIANAPOLIS, INDIANA, 1989 – 1994

Dean served as Disaster Preparedness Improvement Grant Manager and State Hazard Mitigation Officer. Dean conducted community meetings on floodproofing, project development, and National Flood Insurance guidelines. He chaired community citizen committees in developing grant requests and assisted communities in grant management. Dean conducted briefings for State Legislators, Congress members, and the Governor. He worked on the Governor's Task Forces, chaired the State Hazard Mitigation Team, and was a Population Protection Planner.

EMPLOYMENT HISTORY

- ▶ Senior Grant Specialist, GrantWorks, Inc., Trafalgar, Indiana, March 2024 – Present
- ▶ Disaster Recovery Consultant | Contractor, Witt O'Brien's, LLC, Trafalgar, Indiana, June 2013 – Present
- ▶ Disaster Assistance, Federal Emergency Management Agency, 1994 – 2013
- ▶ Hazard Mitigation Branch Chief, State Emergency Management Agency, Indianapolis, Indiana, 1989 – 1994

JENNIFER PUGH

SENIOR GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



PROFESSIONAL QUALIFICATIONS

Jennifer Pugh is a Project and Emergency Manager with 20 years of experience in emergency management in the public and private sectors. Jennifer has supported the federal, state, and local governments in emergency preparedness, 406 hazard mitigation, disaster response and recovery, debris operations, grant management, and Community Development Block Grant (CDBG-DR). Jennifer has supported the Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), U.S. Department of Housing & Urban Development (HUD), and the American Red Cross.

Jennifer has proven leadership skills in comprehensive disaster preparedness, response, recovery, and mitigation planning. She is adept at leading cross-functional teams and coordinating critical emergency operations to safeguard communities during crises. She has expertise in risk assessment, crisis communication, and stakeholder management.

Jennifer also possesses specialized experience with the federal government in procurement, grant management, data analysis, project estimation, and closeouts. In these roles, Jennifer has managed and reviewed projects and financial information supporting audit functions, identified and devised solutions to program policies, and provided technical advice and assistance regarding the interpretation, implementation, and impacts of policies, laws, and regulations.

RELEVANT EXPERIENCE

SENIOR GRANTS SPECIALIST, GRANTWORKS, INC., TALLAHASSEE, FLORIDA, APRIL 2025 – PRESENT

Jennifer is currently a Senior Grant Manager at GrantWorks.

TASK FORCE LEAD, FEMA STORMS: IRMA, MICHAEL, DORIAN, SALLY, IAN, TROPICAL STORMS, HELENE, AND DEBBY, J.P. 1 ENTERPRISES, LLC., FEBRUARY 2025 – MAY 2025

Jennifer provided program knowledge necessary to support the delivery of the 406 Hazard Mitigation Program under the Stafford Act. She supported the team by formulating 406 proposals in support of state agencies in Florida's plans to ensure facilities are more resilient in future storms. She also reviewed 406 proposals to ensure compliance with all federal laws and regulations.

POLICY ADVISOR/TECHNICAL ASSISTANT CONTRACTOR, FEMA STORMS: HARVEY, MICHAEL, IRMA, DORIAN, SALLY, AND IAN, OCTOBER 2017 – SEPTEMBER 2024

As a Policy Advisor/Technical Assistant Contractor for FEMA, Jennifer worked on Hurricanes Harvey, Michael, Irma, Dorian, Sally, and Ian. She provided program knowledge necessary to support the delivery of the PA Program under the Stafford Act. Jennifer assisted with providing FEMA PA

20 YEARS

EMERGENCY MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Business Administration, Colorado Technical University, Colorado Springs, Colorado

HIGHLIGHTS

Knowledgeable in the following programs: FEMA Individual Assistance and Public Assistance (Closeouts), FHWA, Hazard Mitigation, HUD (CDBG), and Debris Operations

Knowledgeable in FHWA/FEMA policies and regulations Title 23 Code of Federal Regulations (23 CFR) Part 668, Subpart A (44CFR, PAPPG (all versions), and Stafford Act

Public Assistance Policy Reviews, Appeals, and Arbitrations

awards grants to state, local, tribal, and territorial governments and certain private non-profit entities to respond to and recover from presidentially declared major disasters. She provided guidance to FEMA staff on FEMA PA policy and supported PA Management in drafting responses to Appeals, Amendment Requests, Arbitration cases, Large Project Notifications (LPNs), and OMB Narratives. She also managed existing client relationships, quickly established trust and rapport, and delivered exceptional client service and support. Jennifer formulated determination memos (DMs) for projects deemed ineligible before submission to the Office of Chief Counsel. She produced written materials from start to finish, including policy memos, issue reports, and presentations for the IBD review to support various FEMA PA policy discrepancies. She ensured all backup documentation was included in all Projects under Phase II Project Review for (Emergency and Permanent Work), performed policy reviews on projects, and made recommendations by FEMA's public assistance policy.

PROJECT AND GRANTS MANAGER, J.P. 1 ENTERPRISES, LLC/HAGERTY CONSULTING, LLC, OCTOBER 2015 – OCTOBER 2017

Jennifer's clients included Horry County, South Carolina; Brantley County, Georgia; San Benito County, California; and Chatham County. Jennifer managed the overall planning, coordination, and administration of the FEMA New Public Assistance Delivery Model. She made eligibility determinations for emergency and permanent work projects and ensured accurate recordkeeping and appropriate documentation were included in the projects for submission. She also compiled and submitted reports on debris operations to management, including debris estimates and the scope of work necessary to complete the debris management plan, such as collection, removal, reduction, disposal, and contracting. Jennifer prepared project worksheets (sub-grant applications), including conducting road site inspections, documenting eligible damage, conducting project research and analysis as needed, formulating the eligible scope of work, estimating costs of scope, identifying and coordinating special considerations, identifying and coordinating special considerations, and providing supporting documentation. She also prepared Requests for Reimbursement (RFR) and Requests for Closeouts (RFC) to assist the Client in its closeout process.

PROJECT MANAGER, PARSONS BRINKERHOFF, BATON ROUGE, LOUISIANA, OCTOBER 2014 – SEPTEMBER 2015

Jennifer managed the overall planning, coordination, and administration of the FHWA ER/FEMA Public Assistance Grant Programs in compliance with FHWA policies (FHWA-FLH-11-001) and FEMA policies (44CFR, PA Digest, PA Guide, and 9500 series). While focusing on project closeout, she determined eligibility for the Emergency Relief program, which provides funds for emergency repairs and permanent repairs on federal-aid highways and roads on federal lands, which the Secretary found to have suffered severe damage due to natural disasters or catastrophic failure from an external cause. She also managed and oversaw \$2 billion in FHWA Projects, which included bridges, roads, and debris for various disasters, and \$3 million in FEMA Projects, which included Category A through G. Jennifer made determinations for eligibility for debris removal and emergency relief funds to repair and reconstruct a facility, per 23 USC 120 and 44 CFR; reviewed debris contracts ensured accurate recordkeeping, and included appropriate documentation with the project for submission, area of focus was Closeout.

EMPLOYMENT HISTORY

- ▶ Senior Grant Manager, GrantWorks, Inc., Tallahassee, Florida, April 2025 – Present
- ▶ Task Force Lead, J.P. 1 Enterprises, LLC., February 2025 – May 2025
- ▶ Policy Advisor/Technical Assistance Contractor, FEMA, October 2017 – September 2024
- ▶ Project and Grants Manager, J.P. 1 Enterprise, LLC/Hagerty Consulting, LLC, October 2015 – October 2017
- ▶ Project Manager, Parsons Brinkerhoff, Baton Rouge, Louisiana, October 2014 – September 2015

JOSEPH BERMAN

GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



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

PUBLIC ASSISTANCE CONSULTANT, GRANTWORKS, INC., FLORIDA, MARCH 2024 – PRESENT

Joe is currently a FEMA Public Assistance Consultant 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.

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 the State of FL, 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

He worked with 36 county department representatives to inspect, develop 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

- ▶ Disaster Recovery Consultant, 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

GRANT MANAGEMENT SPECIALIST: FEMA PUBLIC ASSISTANCE



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

SENIOR GRANT SPECIALIST, GRANTWORKS, INC., FLORIDA, MARCH 2024 – PRESENT

As FEMA Public Assistance (PA) Senior Grants Specialist, Lynne plays a critical role in managing and overseeing federal disaster recovery funds provided through the Public Assistance Program, which supports state, tribal, territorial, and local governments, as well as certain private nonprofits, in rebuilding infrastructure and recovering from major disasters. She provides expert guidance on eligibility, scope, and compliance related to FEMA PA grants under the Stafford Act and 44 CFR, assists applicants in the development, submission, and review of grant documentation using FEMA systems (e.g., Grants Portal/Grants Manager), and ensures projects are developed in accordance with federal regulations, including 2 CFR Part 200, NEPA, EO 11988/11990, and insurance requirements.

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 damage in all categories was \$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

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)

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 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 over 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.

EMPLOYMENT HISTORY

- ▶ 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

2.4 History and Performance of the Project Team on Similar Projects

GrantWorks has provided the history and performance of the project team on similar projects in detailed descriptions below.

- ▶ \$18.5M Hurricanes Helene (DR-4828-FL) and Milton (DR-4834-FL) FEMA Public Assistance Services, City of Venice, Florida
- ▶ \$600K Hurricane Milton (DR-4834-FL) FEMA Technical Consultant Services, City of Edgewater, Florida
- ▶ \$60M Hurricane Harvey (DR-4332-TX) FEMA Hazard Mitigation Grant Program Single-Family Home Elevations and Reconstructions, Brazoria County, Texas
- ▶ \$275M Hurricane Irma, Ian, Helene (DR-4828-FL) and Milton (DR-4834-FL) School District of Lee County Recovery Program Management, Lee County, Florida
- ▶ \$15B Stafford Act & National Flood Insurance Program Technical Assistance, Louisiana Governor's Office of Homeland Security & Emergency Preparedness, Statewide, Louisiana
- ▶ \$75K Emergency Operations Plan Update and Play Books, Town of Nags Head, North Carolina
- ▶ \$96K Emergency Response Plans for Parks, Portland, Oregon





FLORIDA

HURRICANES HELENE (DR-4828-FL) AND MILTON (DR-4834-FL) FEMA PUBLIC ASSISTANCE SERVICES, CITY OF VENICE, FLORIDA

THE CHALLENGE

Hurricane Helene was a major Category 4 hurricane with peak winds of 140 mph as it made landfall in Florida’s Big Bend area on September 26, 2024. Helene’s considerable size and expansive wind field led to tropical storm-force winds as far as Florida’s east coast, hundreds of miles away. Hurricane Helene’s storm surge was about six feet in the City of Venice, and wind gusts up to 65 mph were reported. Twelve days later, the City of Venice took a near direct hit from Hurricane Milton that delivered 107-mile wind gusts and over 18 inches of rain. For the City, Hurricane Helene caused significant debris accumulation. Before full removal, Hurricane Milton struck, bringing additional debris and complicating cleanup efforts.

THE SOLUTION

Following Hurricanes Helene and Milton, the City initiated its recovery by engaging consultants to assist with FEMA Public Assistance and Hazard Mitigation Assistance services to play a crucial role in accelerating recovery efforts by facilitating damage assessments, preparing grant applications, and ensuring compliance with federal regulations. GrantWorks is the consultant currently supporting the City of Venice’s FEMA Public Assistance grant management for Hurricane Helene, with damage estimated at \$7 million, and Hurricane Milton, with damage estimated at \$11.5 million.

THE RESULTS

Still, in the earlier stages of the FEMA recovery process, GrantWorks supported the submission of an expedited Hurricane Milton Category A Debris Removal Project, with estimated eligible debris removal costs totaling \$5.6 million. While FEMA ultimately approved the expedited funding for the effort, supporting those funds and accessing additional funding will require strict compliance with federal documentation standards, including detailed documentation of debris quantities, removal routes, and contractor activities.

CLIENT:

City of Venice, Florida

PRIME CONSULTANT:

GrantWorks, Inc.

GRANT PROGRAM:

FEMA PA/HMGP Program

PROGRAM VALUE:

Hurricane Helene: \$7 million
Hurricane Milton: \$11.5 million

PROJECT DATES:

October 28, 2024 –
October 27, 2027

DISASTER:

Hurricanes Helene & Milton

RELEVANT SERVICES:

- Grant Administration
- Project Management
- Technical Assistance
- Financial Management
- Project Scoping
- Project Worksheet Development
- Compliance
- Project Closeout

The Damage Inventories for both disasters were successfully submitted for the remainder of the damages, and site inspections are ongoing so that FEMA can review and document the damages fully. Initial project formulation is progressing, and insurance claims are being processed and reviewed presently.



FLORIDA

HURRICANE MILTON (DR-4834-FL) FEMA TECHNICAL CONSULTANT SERVICES, CITY OF EDGEWATER, FLORIDA

THE CHALLENGE

The City of Edgewater was significantly impacted by Hurricane Milton, which made landfall near Siesta Key on October 9, 2024, as a powerful Category 3 hurricane, bringing sustained winds of up to 120 miles per hour before crossing the peninsula of Florida and exiting on the east coast near Edgewater. Among the hardest-hit areas was the Florida Shores neighborhood, where residents experienced severe and prolonged flooding due to the storm’s heavy rainfall, which totaled between 8 and 10 inches in just a few hours.

This intense rainfall overwhelmed the city's aging stormwater drainage infrastructure, leading to extensive inundation of streets, homes, and low-lying properties. The flooding caused significant structural damage to public facilities, utilities, and private residences. Community members and local officials have since voiced concern that overdevelopment in adjacent neighborhoods contributed to the severity of flooding in Florida Shores. These newer developments, built at higher elevations with modern drainage systems, caused excessive stormwater runoff to flow directly into the older, lower-lying neighborhood—exacerbating an already critical situation.

THE SOLUTION

Following the significant impact of Hurricane Milton, the City proactively engaged specialized consultants to assist with FEMA Public Assistance and Hazard Mitigation Grant Program processes aimed at enhancing the City's capacity to secure maximum recovery funding and ensure compliance with federal and state regulations.

GrantWorks serves as the City of Edgewater’s technical consultant for FEMA Public Assistance and Hazard Mitigation grant administration on an as-needed basis. In response to damage sustained during Hurricane Milton, we are currently supporting the City in managing its FEMA Public Assistance grants and preparing project submissions to capture approximately \$600,000 in eligible recovery costs.

CLIENT:
City of Edgewater, Florida

PRIME:
GrantWorks, Inc.

GRANT PROGRAM:
FEMA PA & HMA Programs

PROGRAM VALUE:
\$600,000

PROJECT DATES:
August 2024 – Present

DISASTER:
Hurricane Milton

- RELEVANT SERVICES:**
- Grant Administration
 - Project Management
 - Technical Assistance
 - Procurement
 - Project Scoping
 - Project Worksheet Development
 - Project Closeout

Our scope includes the development of Category A (Debris Removal), Category B (Emergency Protective Measures), Category F (Utilities), and Category G (Parks, Recreational, and Other Facilities) projects, as well as an Administrative Costs (Category Z) project. Drawing on the experience of key GrantWorks personnel—who have provided technical assistance for numerous federal disaster recovery engagements—we are guiding the City through the complexities of the FEMA Public Assistance and Hazard Mitigation programs.

Our focus remains on ensuring regulatory compliance with both federal and state requirements while maximizing eligible reimbursements and funding opportunities to support Edgewater’s long-term recovery and resilience.

THE RESULTS

As a result of GrantWorks’ engagement as the City of Edgewater’s technical consultant for FEMA Public Assistance and Hazard Mitigation Assistance grant administration, the City has made significant progress in advancing its post-disaster recovery and securing federal funding. Following the impacts of Hurricane Milton, GrantWorks has:

- ▶ **Identified and documented approximately \$600,000 in eligible recovery costs**, including damage to critical infrastructure, emergency response operations, and community assets.
- ▶ **Supported the project formulation and documentation-gathering process**, working closely with City staff to ensure each project meets FEMA eligibility and documentation standards.
- ▶ **Initiated the FEMA Essential Elements of Information (EEl) process**, a required component of FEMA’s project formulation. These EEl checklists help ensure that all necessary supporting documentation—such as contracts, time records, photos, and invoices—is collected to substantiate Public Assistance funding requests.
- ▶ **Participated in recurring FEMA coordination meetings** alongside the City to provide updates, address issues in real time, and ensure alignment with FEMA’s evolving guidance and expectations.
- ▶ **Currently Preparing and Submitting multiple project worksheets** under FEMA Categories A (Debris Removal), B (Emergency Protective Measures), F (Utilities), and G (Parks and Other Facilities), and is also developing a Category Z Administrative Costs project to capture eligible management expenses.
- ▶ **Positioned the City to pursue future mitigation funding** under the HMA program by identifying potential long-term risk reduction strategies.

Through this proactive and collaborative approach, GrantWorks is helping the City of Edgewater navigate complex federal recovery processes, remain in compliance with FEMA and state requirements, and maximize reimbursement and mitigation opportunities to support a more resilient recovery.



Letter of Reference – GrantWorks, Inc. FEMA Technical Assistance Consultant Services

I am pleased to write this letter of reference for the City's FEMA Technical Assistance Consults, GrantWorks, Inc. The City of Edgewater has been served by key GrantWorks professionals for many years, and throughout they have demonstrated exceptional service and specialized knowledge during multiple disaster recovery engagements.

GrantWorks has been instrumental in supporting the City of Edgewater, Florida, through complex disaster recovery processes. Their team has consistently demonstrated expertise in navigating FEMA's Public Assistance (PA) and Hazard Mitigation Grant Programs, ensuring compliance with federal and state regulations while maximizing funding opportunities for our community's recovery efforts.

Collaborating with Valarie Philipp, Dean Ogan, and Lynne Storz has been a particularly rewarding experience. Each of these professionals brought unique strengths to the table:

- **Valarie Philipp:** As Vice President of Disaster Recovery Programs at GrantWorks, Valarie's leadership and extensive experience in managing federally declared disasters has proved invaluable. Her strategic guidance streamlined recovery processes and ensured effective utilization of resources.
- **Dean Ogan:** Dean's years of experience working as a FEMA employee has provided critical insights into technical assistance and program compliance, helping the City address challenges efficiently while maintaining transparency and accountability throughout the recovery process.
- **Lynne Storz:** With many years of experience in emergency preparedness and disaster recovery, Lynne's expertise in debris management and state agency liaison roles greatly enhanced the City's ability to manage disaster debris monitoring and recovery operations effectively.

GrantWorks consistently exceeded expectations by facilitating smooth communication between City departments, resolving disputes with FEMA, and providing training that strengthened our internal capacity for disaster recovery. Their professionalism, responsiveness, and dedication to achieving optimal outcomes have left a lasting positive impact on our community.

I highly recommend GrantWorks, Inc., for any organization seeking reliable FEMA Technical Assistance Consultant Services. Please feel free to contact me for further details or specific examples of their contributions to our projects.



Sincerely,

Bridgette Vaissiere, Finance Director

James Buresh, Finance Accountant



TEXAS

HURRICANE HARVEY (DR-4332-TX) FEMA HAZARD MITIGATION GRANT PROGRAM SINGLE-FAMILY HOME ELEVATIONS AND RECONSTRUCTIONS, BRAZORIA COUNTY, TEXAS

THE CHALLENGE

Hurricane Harvey, a Category 4 hurricane, caused catastrophic, widespread damage, particularly in Brazoria County, dumping unprecedented amounts of rainfall, leading to severe flooding in communities. Thousands of single-family homes were inundated, particularly in low-lying, flood-prone areas with a history of repetitive loss. Many of these properties had previously experienced flood damage during storm events and were located in Special Flood Hazard Areas (SFHAs), underscoring the urgent need for long-term mitigation solutions.

THE SOLUTION

FEMA programs, particularly those involving disaster recovery and hazard mitigation, have complex regulations, stringent eligibility requirements, and detailed documentation processes. Brazoria County needed a consultant with experience in large-scale FEMA disaster recovery projects to streamline the process and manage the moving parts effectively, reducing the administrative burden on the County relying on expertise in FEMA guidelines, especially the specific regulations related to home elevation and floodplain management, essential for navigating the application process, ensuring compliance, and securing funding. Specifically, the County needed an experienced FEMA Hazard Mitigation Grant Program (HMGP) consultant to manage a single-family home elevation and reconstruction program for a large portfolio of homes damaged by Hurricane Harvey. There was an urgent need to elevate homes in flood-prone areas at risk of further damage, requiring timely program execution and precise engineering knowledge and technical expertise in construction.

The County engaged GrantWorks to provide pre-award grant application assistance, post-award grant administration, and project management services to mitigate damage exposure during future disaster events.

CLIENT:

Brazoria County, Texas

PRIME CONSULTANT:

GrantWorks, Inc.

PROGRAM VALUE:

\$60 million

GRANT PROGRAM:

FEMA HMGP Program

PROJECT DATES:

November 1, 2018 – May 1, 2026

DISASTER:

Hurricane Harvey

RELEVANT SERVICES:

- Application Development
- Grant Administration
- Project Management
- Technical Assistance
- Financial Management
- Eligibility Determination
- Case Management
- Compliance
- Recordkeeping
- Procurement
- Construction Management
- Labor Standards Monitoring
- QA & Inspections
- Data Management & Reporting
- Project Closeout

THE RESULTS

GrantWorks delivered a comprehensive, multi-phase solution for administering the FEMA Hazard Mitigation Grant Program. Recognizing the urgent need to protect vulnerable households from future flood events, GrantWorks worked closely with County officials to identify, screen, and prioritize at-risk single-family properties for elevation and reconstruction.

The team led a thorough property eligibility assessment process, ensuring alignment with FEMA’s mitigation priorities and compliance with federal regulations, including environmental and historic preservation (EHP), duplication of benefits (DOB) requirements, and National Flood Insurance Program (NFIP) elevation standards. GrantWorks also facilitated homeowner outreach and engagement, providing technical assistance to residents navigating the application process and helping them gather and submit the documentation required to support funding eligibility—such as proof of ownership, flood loss history, elevation certificates, and income verification where applicable.

In addition, GrantWorks supported the County in preparing detailed scopes of work, cost estimates, and benefit-cost analyses while coordinating closely with FEMA Region VI and the Texas Division of Emergency Management (TDEM) to ensure timely submission and approval of project applications. The project management team confirms that homes meet FEMA’s pre-approved Benefit-Cost Effectiveness standard of \$175,000 and conducts Benefit-Cost Analysis for properties outside the FEMA parameter. We guide homeowners and contractors on eligibility considerations and proactively coordinate with local permitting and code enforcement entities.



As a result of this coordinated effort, Brazoria County was awarded \$60 million in FEMA HMGP funding, enabling the elevation and reconstruction of 300 flood-prone homes. These mitigation measures are expected to significantly reduce future flood losses, lower NFIP claims, and provide long-term protection for residents in some of the County’s most vulnerable communities.

To date, we have elevated 72 homes and reconstructed 7. Another 136 are in various stages of the approval process. Beyond the immediate funding success and progress, this project established a scalable model for large-scale residential mitigation and positioned Brazoria County as a statewide leader in proactive flood risk reduction and disaster resilience.

SCAN ME

SCAN TO SEE THE IMPACT OF OUR WORK

Pre-Elevation	Post-Elevation
<p><i>“The whole process was amazing and I felt with the entire team we were in good hands. From GrantWorks to Allied Foundation, the support has been overwhelming”</i> - Rita Romero</p>	
<p>PINE_006_V2</p>	

JOE K. RIPPLE, CFM
Administrator
Floodplain/Building Permits



Phone:
(979) 864-1272
(979) 388-1272
(281) 756-1272

BRAZORIA COUNTY
Floodplain/Building Permits Department
451 North Velasco, Suite #210
Angleton, Texas 77515

October 24, 2024

Dear GrantWorks Team,

I would like to extend my heartfelt thanks for your exceptional Grant Administration services in managing our Brazoria County's **\$60M HMGP Elevation and Reconstruction Program**. Your expertise, attention to detail, and commitment to homeowners have been vital to the success of this program. From overseeing complex regulatory requirements to ensuring a seamless experience for both the County and residents, your team's professionalism has been invaluable.

We look forward to continuing our partnership and thank you for the outstanding service you've provided.

Sincerely,

A handwritten signature in black ink that reads "Joe K. Ripple". The signature is written in a cursive, flowing style.

Joe K. Ripple, CFM



LOUISIANA

STAFFORD ACT & NATIONAL FLOOD INSURANCE PROGRAM TECHNICAL ASSISTANCE, LOUISIANA GOVERNOR’S OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS

THE CHALLENGE

Following a series of severe weather events and federally declared disasters—including hurricanes, widespread flooding, and tropical storms, Louisiana faced mounting challenges in navigating the complexities of federal disaster recovery programs. The Louisiana Governor’s Office of Homeland Security & Emergency Preparedness (GOHSEP) recognized the urgent need for specialized expertise to strengthen the state’s capacity to interpret and apply federal regulations under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and the National Flood Insurance Program (NFIP).

Local jurisdictions and state agencies were encountering persistent issues related to eligibility determinations, duplication of benefits, NFIP compliance, and coordination of recovery efforts across multiple funding streams. These challenges not only delayed recovery timelines but also risked jeopardizing federal reimbursements and increasing financial exposure for both the state and subgrantees.

THE SOLUTION

GOHSEP sought to reduce procedural bottlenecks, improve compliance outcomes, and accelerate Louisiana’s long-term disaster recovery and resilience efforts. GOHSEP engaged Emergent Risk Solutions (ERS) to provide targeted technical assistance designed to enhance policy interpretation, promote consistent application of federal guidelines, and support strategic decision-making. This engagement aims to:

- ▶ Improve coordination between state and federal partners (including FEMA Region VI and NFIP administrators),
- ▶ Provide clarity on Stafford Act provisions and NFIP requirements affecting Public Assistance (PA), Individual Assistance (IA), and mitigation funding,
- ▶ Strengthen documentation practices to withstand audits and de-obligation risk,
- ▶ Ensure floodplain management standards were embedded in recovery and reconstruction plans.

CLIENT:

Louisiana Governor’s Office of Homeland Security & Emergency Preparedness

SUBCONSULTANT:

Emergent Risk Solutions, LLC

PROGRAM VALUE:

\$15 billion

GRANT PROGRAM:

FEMA PA and HMGP Programs

PROJECT DATES:

October 2018 – Present

DISASTERS:

24+ Federally Declared Disasters

RELEVANT SERVICES:

- Grant Administration
- Project Management
- Technical Assistance
- Insurance Claims
- Eligibility Determination
- Compliance
- Recordkeeping
- Procurement
- Construction Management
- Labor Standards Monitoring
- Data Management & Reporting
- Project Closeout

THE RESULTS

Supporting the recovery and mitigation efforts across 24 federally declared disasters, ERS delivers expert guidance and operational support to state agencies, local governments, communities, and other eligible subrecipients, covering all aspects of FEMA's Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP)—from initial declaration through final closeout.

ERS's scope of work includes program implementation, delivery, management, administration, policy enforcement, and closeout, ensuring that all federal requirements are met while helping GOHSEP and its subgrantees optimize funding outcomes. The team has structured its support model by aligning staff into specialized functional units and disaster-type clusters, allowing for targeted expertise, scalability, and flexibility. This approach has enabled ERS to adapt effectively to FEMA reorganizations, policy updates, and fluctuating recovery demands—ensuring that staff resources are right-sized and strategically matched to evolving state and federal needs.

ERS has consistently helped subgrantees maximize grant funding while minimizing risks to GOHSEP. The team has played a critical role in avoiding formal disputes by proactively resolving eligibility issues and documentation gaps before they escalate. ERS has successfully resolved nearly all Office of Inspector General (OIG) audits, appeals, and arbitrations in favor of GOHSEP, preserving funding and program integrity. Additionally, ERS has supported the design and implementation of foundational business processes that have strengthened GOHSEP's internal capacity to manage both the FEMA PA and HMGP programs more efficiently and in compliance with federal standards.

Through this engagement, ERS has not only helped expedite recovery and mitigation efforts across Louisiana but also improved long-term program accountability, transparency, and resilience.



FLORIDA

HURRICANES IRMA, IAN, HELENE AND MILTON SCHOOL DISTRICT OF LEE COUNTY RECOVERY PROGRAM MANAGEMENT, LEE COUNTY, FLORIDA

THE CHALLENGE

The Lee County School District, one of the largest public school systems in Florida, faced unprecedented operational, financial, and infrastructure challenges following the cumulative impacts of Hurricanes Irma (2017), Ian (2022), Helene (2023), and Milton (2024). Each storm left a compounding trail of destruction, exposing the vulnerabilities of aging facilities, strained emergency operations, staffing inadequacies, and a complex recovery environment governed by multiple federal funding sources.

After Hurricane Irma, the District began rebuilding while still maintaining educational continuity—but before full recovery was achieved, Hurricane Ian struck with catastrophic force, severely damaging dozens of campuses and district facilities. Just as long-term recovery efforts were gaining momentum, Hurricanes Helene and Milton delivered additional setbacks, compounding damage to infrastructure, disrupting procurement and construction schedules, and delaying reimbursements. Repeated storm impacts also introduced challenges in distinguishing new damages from those previously reported, complicating FEMA eligibility and insurance coordination. Beyond physical damage, the District was confronted with significant administrative and compliance burdens.

THE SOLUTION

The Lee County School District required a strategic and integrated recovery management program to oversee damage assessments, project formulation, grant administration, and long-term mitigation planning—ensuring that all recovery activities were compliant, timely, and maximized available funding, including the following tasks:

- ▶ Navigating FEMA Public Assistance processes for infrastructure repair and debris removal,
- ▶ Aligning disaster recovery with insurance settlements and risk pooling requirements,
- ▶ Ensuring full documentation and audit readiness for FEMA Category A-G projects,
- ▶ Addressing overlapping timelines and regulatory updates from multiple declarations,
- ▶ Coordinating efforts across a large network of schools, contractors, and external agencies—all while continuing to serve more than 90,000 students.

CLIENT:

School District of Lee County, Florida

SUBCONSULTANT:

Emergent Risk Solutions, LLC

PROGRAM VALUE:

\$275 million

GRANT PROGRAM:

FEMA PA and HMGP, HUD CDBG-DR, & Other Grant Programs

PROJECT DATES:

October 2022 – Present

DISASTERS:

Hurricane Irma, Ian, Helene, & Milton

RELEVANT SERVICES:

- Grant Administration
- Project Management
- Technical Assistance
- Insurance Claims
- Eligibility Determination
- Compliance
- Recordkeeping
- Procurement
- Construction Management
- Labor Standards Monitoring
- Data Management & Reporting
- Project Closeout

The County engaged ERS to develop and implement program management services to resolve various insurance claims, FEMA Public Assistance, FEMA Hazard Mitigation Grant Program, HUD CDBG-DR, and various state programs. Efforts included managing a disaster portfolio of over 120 campuses and 1,000 buildings. At the time of Hurricane Ian, SDLC had not been significantly impacted by a natural disaster since 2004, and management and staff were unfamiliar with and unprepared to manage the claim. Upon mobilization, ERS began managing Hurricane Ian claims and the residual Hurricane Irma closeout activities and would later manage subsequent Helene and Milton claims from inception to closeout for all types of work, including temporary facilities, debris management, and permanent work. SDLC was among the top five largest non-state agency Hurricane Ian applicants.

THE RESULTS

ERS was uniquely qualified to manage both insurance claims and FEMA PA claims because of extensive Florida experience with both frameworks. ERS was able to economize efforts and develop information that supported both insurance and FEMA claims without duplication of effort. The team has rapidly settled the insurance claim for maximum proceeds (\$75M) while also keeping SDLC cash positive.



NORTH CAROLINA

EMERGENCY OPERATIONS PLAN UPDATE AND PLAYBOOKS, TOWN OF NAGS HEAD, NORTH CAROLINA

THE CHALLENGE

Nags Head, North Carolina, is on the Outer Banks within Dare County. The entire barrier island only has two bridges providing access to the mainland. With historical impacts from hurricanes approaching from the ocean as well as the sound side and the every day rain occurrences, they are always preparing to manage an emergency. iParametrics was tasked with updating their current Emergency Operations Plan (EOP) and creating an Emergency Operations Center (EOC) guidebook and eight playbooks for scenarios including tropical weather, cyber security, active shooter, and disaster recovery for each department that supports the EOC.

THE SOLUTION

Through the course of multiple in-person meetings across seven months with the Town’s Leadership Team, the iParametrics team developed draft documents for review and discussed them throughout both centralized planning team meetings as well as individual department-level meetings to ensure we understood the nuances of each department’s responsibilities. Once the Town Leadership had reviewed, provided feedback on, and agreed to the final product, each item was finalized for presentation to the Town Board of Commissioners.

THE RESULTS

The final products were provided in multiple formats that the Town leadership will be able to reference in times of emergency to ensure that everyone is following the same plan and the next generation of Town Leadership has a solid base to support the citizens during times of emergency.

CLIENT:

Town of Nags Head, North Carolina

PRIME CONSULTANT:

iParametrics, LLC

PROGRAM VALUE:

\$75,000

PROJECT DATES:

April 2023 – January 2024

RELEVANT SERVICES:

- Project Management
- Technical Assistance
- Emergency Operations Plan Update
- Emergency Operations Center Guidebook



OREGON

EMERGENCY RESPONSE PLANS FOR PARKS, PORTLAND, OREGON

THE CHALLENGE

Metro works with communities, businesses, and residents in the Portland, Oregon, metropolitan area and is responsible for the planning and management of solid waste for more than 1.5 million people within a three-county area. Metro oversees 18,000 acres of parks, trails, and nature areas across the Portland metropolitan region. Following the completion of a Crisis and Emergency Response Communications Plan for the agency, iParametrics was approached by Metro to develop separate Emergency Response Plans for 32 parks, trails, and natural areas.

THE SOLUTION

Under this contract, iParametrics developed a planning template for all the parks and cemeteries that Metro oversees, based on an Emergency Response Plan created by Metro for one of their natural areas. Following the plan development, the team also led training, tabletop exercises, and functional exercises to train staff on their implementation.

iParametrics reviewed the existing Emergency Response Plan and prepared a template for all 32 future plans, including feedback on the plan’s effectiveness. iParametrics in-house data analytics team then created three maps per area: a site map, a location map, and a first responder map. The team created a tailored approach that combined current and needed organizational capabilities with national best practices. The plans were designed to be operationally focused and readily implemented by a wide cross-section of Metro staff.

THE RESULTS

iParametrics completed these plans on time in the summer of 2022. In addition to the completed plans for each location, the team developed functional and tabletop exercises. iParametrics worked with Metro staff to implement these exercises so that all staff understood the plans and how to react in an emergency.

CLIENT:

Metro Portland, Oregon

PRIME CONSULTANT:

iParametrics, LLC

PROGRAM VALUE:

\$95,928

PROJECT DATES:

February 2022 – July 2022

RELEVANT SERVICES:

- Project Management
- Technical Assistance
- Emergency Response Plans
- Tabletop Exercises

TAB 3:

TECHNICAL APPROACH

TAB 3: TECHNICAL APPROACH

In this section, the GrantWorks Team describes our methods and strategies for managing grant-funded programs. Our approach includes the following three main subsections:

1. Understanding and Capability to Provide Disaster Recovery Consulting Services on an As-Needed Basis
2. Approach to Contract and Project Management
3. Detailed Approach to the Services Listed in RFP Scope of Work

3.1 Project Understanding and Capability to Provide Disaster Recovery Consulting Services

GrantWorks understands that the City of Pompano Beach is seeking support from a comprehensive emergency management planning and training and public assistance and mitigation consulting services provider on an as-needed basis. The GrantWorks Team has the full suite of technical resources, expertise, processes, and tools the City will need from its disaster recovery and emergency management consulting partner. We will assist the City in strategically managing the project development and administration of all contemplated federal and state disaster recovery programs related to past, present, or future declared emergencies and disasters in the City of Pompano Beach.

Our team will also provide emergency preparedness and response operations support as needed, including assistance in the EOC during activation, documentation and expenditure tracking assistance, and pre-event preparedness support. We understand that the City's recovery programs are dynamic and complex and, as such, will also provide highly experienced SMEs as needed to provide expert programmatic and policy advice on federal disaster relief programs. **Led by experienced City of Pompano Beach Disaster Recovery Project Manager and SME Valarie Philipp, PE, the GrantWorks Team has demonstrated experience and knowledge of disaster recovery grant program delivery specific to the City.**

3.2 Approach to Contract and Project Management

The key components of our project management methodology include:

- ▶ **Initiation** – Understanding FEMA PA and HMA or other grant program requirements, defining the scope, and coordinating with FEMA and the City
- ▶ **Planning** – Developing detailed work plans, budgets, and risk management strategies and ensuring compliance with FEMA guidelines
- ▶ **Resource Management** – Coordinating staff, stakeholders, procurement processes, and contractor agreements
- ▶ **Execution** – Implementing tasks, maintaining documentation, and ensuring compliance with FEMA standards
- ▶ **Monitoring and Control** – Tracking progress, managing risks, and conducting regular audits to ensure adherence to the work plan
- ▶ **Closeout** – Completing project deliverables, ensuring compliance, submitting final reports, and capturing lessons learned.

GrantWorks employs a robust project management methodology grounded in industry-leading best practices, emphasizing proven processes, stringent controls, and consistent, timely communication. Our team is dedicated to delivering well-managed, efficient, and successful grant programs that fully comply with state and federal reporting requirements. We leverage a comprehensive, multi-phase approach to ensure every project stays on track and meets all objectives. We show some of the most impactful strategies in **Figure 11** on the following page.

Figure 11: Program Management Strategies

3.2.1 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:

- ▶ Minimize redundant efforts by streamlining document requests from multiple stakeholders.
- ▶ Accelerate document retrieval, even during periods of staff turnover or attrition.
- ▶ Equip staff with the tools and knowledge to maintain data management standards and robust record-keeping practices post-project.
- ▶ Enhance data collection efficiency and optimize the processes for obligation and grant closeout.
- ▶ Ensure compliance with federal document retention requirements.

3.2.2 Task Order Management – Startup Procedures/Requirements

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.

Meeting Goals and Objectives

GrantWorks employs a proven methodology to deliver FEMA services that ensure timely execution, client satisfaction, and high-performance outcomes. Our approach is rooted in four foundational principles, which are critical to achieving the objectives outlined in the RFP and ensuring the successful completion of each project:

- ▶ **Clear Coordination and Communication:** We prioritize open, transparent communication with the City’s staff to understand task order objectives and expectations fully.
- ▶ **Strategic Assignment of Resources:** We carefully identify and assign qualified personnel to each task, ensuring the right expertise is applied where needed.
- ▶ **Effective Team Coordination:** Our team fosters responsive and ongoing communication to ensure alignment and collaboration across all project phases.
- ▶ **Strict Project Controls:** We implement rigorous controls to ensure projects stay on schedule, within budget, and aligned with client expectations.

Coordinating and Managing Work Activities

With any new 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 relationship 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 12**).



PIN_006_V1

Figure 12: Task Order Management Process.

Step 1: Conducting Project Scoping Meetings

Before developing a project plan, our 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 Project Kickoff Meetings

Project kickoff meetings will allow the City and GrantWorks Project Manager to define the project and set clear expectations for all project team 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 to vet all issues adequately 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 responsible 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 Project Manager will perform this critical function to match the right resources for each task. The Project Manager will 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.

3.2.3 Billing/Invoice Reporting Procedures

GrantWorks will bill monthly and provide an invoice for the hours worked for the City of Pompano Beach with detailed time accounting of services completed. We will maintain accurate time records detailing the hours worked on each individual task related to FEMA Public Assistance and Hazard Mitigation and Emergency Management Training and Planning.

3.2.4 Communications

In alignment with our foundational principles, we incorporate a comprehensive communication strategy 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 methods to measure and assess the effectiveness of communications. This communication process will help maintain clear lines of communication with City officials (**Figure 13**).

The GrantWorks Team will identify all stakeholders involved in the project, including 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 ensuring open lines of communication, we will create an environment where stakeholders feel confident in raising concerns, asking questions, and offering input and feedback. GrantWorks actively promotes two-way communication, facilitating the free exchange of information among 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 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 response and recovery efforts.



POM_007_V1

Figure 13: The GrantWorks Teams' Program Communication Strategy

3.2.5 Quality Program

GrantWorks has structured its systematic approach to maintaining the technical accuracy and quality of its work, reports, and maps on projects into three critical steps shown in **Figure 14**.



POM_006_V1

Figure 14: Three Quality Critical Steps

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 refined and enhanced this proven quality management program based on our performance across thousands of city and county projects in the last four decades.

GrantWorks offers detailed and ongoing internal training to its staff. We keep employees informed and updated on the latest state and federal regulations via weekly meetings and department and company-wide emails. Senior management dedicates additional time and effort to contextualizing regulatory changes and program requirements, ensuring 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 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.

We have provided an overview of GrantWorks’ Quality Program in **Figure 15**.

Quality Program Features

- ◆ Establishes adequate measures and controls over projects and serves as a monitoring guide.
- ◆ Provides protocols for managing corrective actions and process improvements to correct and not repeat performance and compliance deficiencies.
- ◆ Tracks and monitors project trends, issues, and corrective actions continuously to update items across related documentation and training programs.
- ◆ Provides compliance and maximizes efficiencies with updated and clarified project requirements.



Quality Program Activities

PIN_014_V1

Figure 15: GrantWorks Quality Program Features and Activities

3.3 Detailed Approach to the Services Listed in RFP Scope of Work

3.3.1 Emergency Management Planning and Training

GrantWorks will provide a highly qualified team of professionals with deep experience in disaster response, recovery, and emergency management to support the City of Pompano Beach. Our approach draws on FEMA's

National Incident Management System (NIMS), Incident Command System (ICS) structure, and proven best practices in disaster response and recovery. We are committed to enhancing the City's capabilities with experienced, qualified professionals who integrate seamlessly with City personnel and systems to ensure effective emergency management and continuity of operations. The following outlines our approach and capability to meet the City's requirements for Emergency Management Planning and Training as specified below.

Comprehensive Emergency Management Plans (e.g., CEMP, COOP, EOP), including Plan Development, Review, and Revisions.

The comprehensive emergency planning process, whether referring to a Comprehensive Emergency Management Plan (CEMP), Continuity of Operations Plan (COOP), or Emergency Operations Plan (EOP), follows a structured cycle to ensure readiness, continuity, and effective response to all hazards. The GrantWorks Team has provided a detailed overview of the plan development, review, and revision phases below.

Phase 1: Plan Development

Each plan starts with a hazard and risk assessment. The team will identify and analyze hazards, including natural, technological, and human-caused, as well as access community and organizational vulnerabilities. During this step, the team will use tools such as Hazard Vulnerability Assessments (HVA), Threat and Hazard Identification and Risk Assessment (THIRA), or Business Impact Analysis (BIA) for the COOP.

Stakeholder engagement and coordination are also important steps in plan development. The team will engage emergency management personnel, public health, law enforcement, fire/rescue, utilities, IT, public works, non-profits, and private sector partners. We will also coordinate with local, state, tribal, and federal agencies to align with the National Incident Management System (NIMS) and Incident Command System (ICS).

Each plan has specific core plan components, including:

- ▶ **CEMP:** An all-hazards approach integrates mitigation, preparedness, response, and recovery.
- ▶ **COOP:** Focuses on maintaining essential functions during and after an emergency; includes orders of succession, delegation of authority, vital records, and alternate facilities.
- ▶ **EOP:** Operational blueprint for response, including base plan, functional annexes (e.g., communications, evacuation), and hazard-specific appendices.

Each plan will follow FEMA's Comprehensive Preparedness Guide (CPG) 101 standards and include clearly defined roles, responsibilities, decision-making authority, and resource allocation.

Phase 2: Plan Review

Each plan undergoes a scheduled review. Typically, the COOP is reviewed annually, and the CEMP and EOP are reviewed every 2 – 3 years or after an incident or major organizational changes.

The team conducts drills, tabletop exercises, functional exercises, and full-scale exercises to test plan effectiveness. The team develops After-Action Reports (AARs) and Improvement Plans (Ips) to identify gaps and corrective actions. All plans are aligned with application laws (e.g., Stafford Act, ADA), state emergency planning requirements and federal guidance. Each plan should be integrated with other plans to ensure interoperability with neighboring jurisdictions, higher-level government plans, and mutual aid agreements.



Figure 16: FEMA's Preparedness Cycle.

Phase 3: Plan Revisions and Updates

During Phase 3, the team will revise and update the plans to incorporate any lessons learned and data from real-world incidents and exercises. We will adjust strategies for the City based on changes in the threat environment, staffing, and resources.

When revising and updating plans, the GrantWorks Team documents changes by maintaining a revision log detailing the nature, reason, and date of each change. We then reissue updated versions and retire obsolete versions of plans to avoid any confusion.

Stakeholder re-engagement is also important during plan revisions and updates. The team will re-convene the planning team to review changes and confirm alignment with current operations and capabilities. We will also provide updated training and refresher exercises as necessary.

Once the plans have been revised and updated, we will obtain City leadership approval for the final versions. The updated plans will then be distributed to all stakeholders with controlled access as appropriate.

By systematically following this plan development, review, and revision cycle, the GrantWorks Team will ensure that the City emergency plans remain relevant, actionable, and capable of supporting effective emergency management and continuity under all conditions.

Comprehensive Mitigation Programs to include Development of Mitigation Plan(s), Staff Training, Cost-Benefit Analysis, Project Management, Environmental Review, and Staff Augmentation.

Comprehensive Mitigation Programs

Comprehensive Mitigation Programs are designed to reduce or eliminate long-term risks to people and property from natural hazards. These programs are especially critical in high-risk areas like Florida. They are often tied to federal funding sources such as FEMA's Hazard Mitigation Grant Program (HMGP) or Building Resilient Infrastructure and Communities (BRIC). *Note: BRIC is on hold indefinitely at the time of this proposal but could be re-instituted, or another similarly focused program could take its place.

The GrantWorks Team will work with the City of Pompano Beach to identify and prioritize hazard mitigation project opportunities across each community. The final projects are anticipated to be moved forward for implementation through state, national, or private grants and partnerships to create communities that are more resilient than ever before.

Our team has a successful track record of developing hazard mitigation projects through collaboration, stakeholder engagement, and sound engineering principles. Our solutions will be optimized to access FEMA Hazard Mitigation Assistance (HMA) funding opportunities and will be available to pursue other potential funding sources. Our professionals specialize in all the critical project elements for successful hazard mitigation project development and will execute the following process to optimize efforts to obtain hazard mitigation grants.

We will identify eligible and competitive mitigation projects by equipping the City of Pompano Beach with a transparent decision-making process to develop the necessary background data, engineering specifications, and scope of work. The goal is to compile relevant data through risk and damage assessments, feasibility studies, community input, and additional data to make a program eligibility determination and assess the cost-effectiveness of the proposed project (including a preliminary Benefit-Cost Analysis (BCA) as needed). The results of these analyses will be presented to the City so a determination can be made on whether the City would like to move forward with the full application creation and submittal process.

The team will prepare a loss analysis/risk assessment in accordance with federal and state requirements by engaging directly with the City of Pompano Beach to gain a thorough understanding of the hazards that may impact or have historically affected the area.

Our robust assessment includes the following:

1. Assessment of existing and future conditions (i.e., changes in demographics, development, and climate change).
2. Hazard identification and profiling (i.e., previous events, probability of occurrence).
3. Vulnerability assessment using custom-developed building and critical lifeline inventories; leveraging FEMA's Hazus model to estimate potential impacts of floods, wind, and earthquakes.

Our assessments also include addressing National Flood Insurance Program (NFIP)-insured structures that have been repeatedly damaged by floods. Our team has extensive experience profiling high-hazard dams, incorporating requirements of FEMA's High Hazard Potential Dam (HHPD) grant program using the best available data.

Engineering design and feasibility studies will be based on data gathered through site assessments and comprehensive data reviews, such as:

- ▶ Evaluation of facilities and areas will identify critical infrastructure.
- ▶ Community outreach and coordination to prioritize projects for further investigation.
- ▶ Engineering and design support provide additional analysis of adjacent structures for hazard mitigation projects.

Our engineering process has been refined over decades of success and thousands of infrastructure projects. Our design teams can provide structures that withstand 200 mph winds or enhance levees, such as our work on the Gulf Coast to protect against Category 5 hurricanes or design conveyance structures against record flooding, such as in the Florida region.

Our team is familiar with multiple federally funded programs, such as the FEMA Public Assistance program (i.e., 406 mitigation), FEMA Hazard Mitigation Grant Program (HMGP), the U.S. Department of Housing and Urban Development's Community Development Block Disaster Recovery (CDBG-DR) and the Community Development Block Grant Mitigation (CDBG-MIT) program. We will prepare our engineering design and feasibility studies to include the necessary program application information, which includes:

- ▶ Site-specific data, such as location, aerial imagery, floodplain, and FIRM panel number.
- ▶ Damage history, such as flood history, tornadic activity, and cost of damage.
- ▶ Mitigation strategy for the project, such as developing a mitigation strategy to demonstrate cost reasonableness and define reconstruction requirements.
- ▶ Conceptual engineering design documents, including applicable codes or standards.
- ▶ Initial regulatory compliance assessment, including permitting, environmental, and historic elements.

This task will also require coordination with cost estimation and budgeting to synchronize the engineering solution with fiscal requirements.

Data and assessments from other tasks may be needed to inform and support these studies, such as:

- ▶ Environmental and historic considerations capture the extent of the National Environmental Policy Act (NEPA) studies and may require permitting.
- ▶ Coordination with the State Historic Preservation Office (SHPO) to understand restoration/improvements to landmarks.
- ▶ Regional coordination is used to document and incorporate any regional resilience and sustainability goals.

The site assessment information will include the overall mitigation project strategy to capture challenges, opportunities, and fiscal impacts on the list of mitigation projects.

Hazard Mitigation Plans

Mitigation is an investment in the City's future safety and sustainability. Mitigation planning will help you act now, before a disaster, to reduce losses when a disaster occurs. The planning process will help the City think through

how to plan, design, and develop its community while building partnerships for risk reduction. Other benefits of mitigation planning include:

- ▶ Protecting public safety and preventing loss of life and injury.
- ▶ Reducing damage to existing and future development.
- ▶ Maintaining community continuity and strengthening social connections are essential for recovery.
- ▶ Preventing damage to the City’s unique economic, cultural, and environmental assets.
- ▶ Minimizing downtime, accelerating recovery, and reducing the costs of disaster response.
- ▶ Helping accomplish other City objectives, such as capital improvements, infrastructure protection, open space preservation, and economic resiliency.

Mitigation plans are also a prerequisite for certain non-emergency disaster assistance, such as Hazard Mitigation Assistance projects, including those funded by the Building Resilient Infrastructure and Communities (BRIC) program.

GrantWorks is a leader in providing hazard mitigation plan services, with over 35 plans completed or underway. A Hazard Mitigation Plan (HMP) is a FEMA-required plan that identifies risks, assesses vulnerabilities, and prioritizes strategies to reduce future disaster losses. The plan must be updated every five years to remain eligible for FEMA mitigation funding. As shown in **Figure 17**, our core tasks include the following:

- ▶ Task 1: Organize Resources & Planning Process/Convene Planning Team
- ▶ Task 2: Project Management
- ▶ Task 3: Review Community Capabilities & Conduct Risk Assessment & Vulnerability Analysis
- ▶ Task 4: Develop Mitigation Actions & Strategies
- ▶ Task 5: Draft Hazard Mitigation Plan
- ▶ Task 6: Adopt, Monitor, & Evaluate Plan

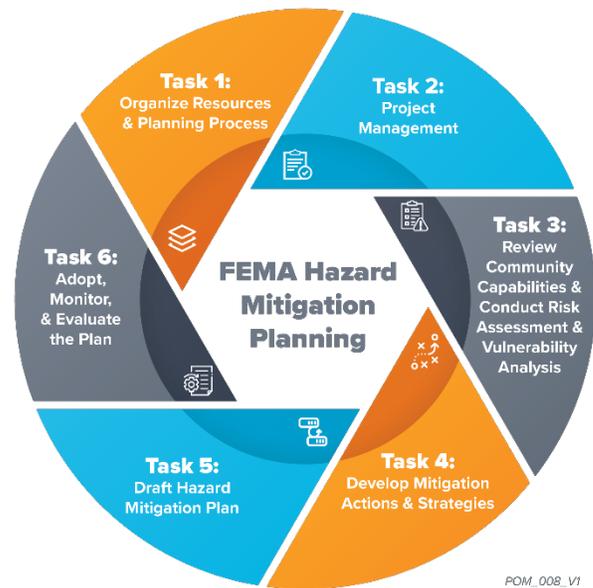


Figure 17: Hazard Mitigation Planning Process

Staff Training

The GrantWorks Team can provide staff training in support of the Hazard Mitigation Program. This training can include the following:

- ▶ **FEMA-Certified Courses:** Courses such as IS-393 (Introduction to Hazard Mitigation) and E/L276 (Benefit-Cost Analysis).
- ▶ **Grant Management and Compliance:** Train City staff in federal grant rules, procurement standards, allowable costs, and documentation requirements.
- ▶ **Plan Implementation:** Provide instruction to City staff on translating mitigation goals into projects, including zoning changes, building code enhancements, and green infrastructure.

Benefit-Cost Analysis (BCA)

The fundamental components of a benefit-cost analysis (BCA) are as follows:

- ▶ A comprehensive assessment of the pre-project condition and the specific problem the project aims to resolve.
- ▶ An evaluation of the anticipated effectiveness of the proposed action in mitigating the identified problem.
- ▶ A projection of the post-project condition, reflecting the impact of the project’s effectiveness.
- ▶ An estimation of the project’s expected duration of effectiveness.
- ▶ A detailed calculation of the implementation costs associated with the project.

- ▶ An assessment of the ongoing maintenance costs required to sustain the project's effectiveness throughout its expected useful life.

These fundamental components will form the basis for the data collection and analysis campaign deployed by the GrantWorks Team.

The team will assign a lead BCA analyst to each project, aligning project type with expertise. The analyst will review the project and quantify its potential benefits and impacts, working in collaboration with our team of GIS analysts, flood modelers, and input from the project sponsor. Our team will identify risk reduction benefits for each project as well as expand upon benefits recognized by FEMA to ensure that a holistic analysis is conducted and project benefits are identified.

In monetary terms, the benefits and impacts of each proposed project will be calculated and documented in a BCA report for each proposed project. These calculations will be generated using the best available project area data and modeled pre- and post-project conditions based on the project design. Our geospatial team will develop a detailed structure-level inventory database for each project area using the best available building footprint and tax assessor data. The inventory data can be used to assess the monetary impacts on structures benefiting from the risk reduction design.

Comprehensive benefits assessments can support project prioritization and evaluate the return on investment for the community. If BCA services are requested, the following summarizes the BCA deliverables:

- ▶ BCA export files generated from BCA version 6.0
- ▶ BCA report generated from BCA version 6.0
- ▶ BCA data documentation memorandum inclusive of gathered supporting attachment

Project Management

Project management of mitigation projects includes both pre-award and post-award support. Our Project Manager will assist with application preparation, scope of work development, budget planning, and schedule management. She will provide contract and procurement oversight to ensure adherence to 2 CFR 200 to maintain federal eligibility and track milestones, manage contractors, and submit quarterly reports to funding agencies.

The GrantWorks Team brings extensive expertise in grant writing, management, and consulting services to municipal entities. With a proven record of successful grant writing and administration, our team is well-equipped to support the City of Pompano Beach throughout the process. Our technical assistance encompasses a comprehensive approach to building organizational capacity, ensuring project eligibility, and delivering a thorough application package for review by both the City and FEMA.

Environmental and Historic Preservation Review

The GrantWorks Team has extensive experience supporting agencies through the full National Environmental Policy Act (NEPA) compliance process, from document preparation to technical review and program management. Since the inception of NEPA and similar environmental statutes over 30 years ago, our team members have provided NEPA support, managing and preparing hundreds of environmental impact statements (EISs), environmental assessments (EAs), site investigations, and research studies. These have ranged from complex undertakings involving a wide variety of issues (e.g., post-catastrophe recovery and rebuilding projects) to focused, single-issue studies.

The team's EAs have addressed a full range of environmental issues, including archaeological and cultural resources, biological assessments, endangered species surveys, traffic studies, socioeconomic impacts, geotechnical studies, community services, air and noise quality, fiscal impacts, and hazardous waste. Our turnkey services will guide the City from the notice of intent (NOI) through the record of decision (ROD) and provide ongoing support for mitigation, monitoring, and follow-up studies.

The GrantWorks Team supports federal, state, and local clients with compliance under Section 106 of the National Historic Preservation Act (NHPA), having completed thousands of cultural resources tasks. These tasks include Phase I and II archaeological studies, curation of archaeological collections, National Register eligibility evaluations, determinations of eligibility (DOE), cultural resources management plans, and other related services. Recognizing that Section 106 compliance requires close coordination with the State Historic Preservation Office (SHPO) and other key stakeholders, we bring a strong record of successful coordination and consultation.

Many funding sources require NEPA compliance and documentation, often alongside related requirements such as Clean Water Act (CWA) permitting (including wetland delineations), Endangered Species Act authorizations, and Section 106 of the NHPA compliance. Our team includes experts in NEPA compliance and many of the ancillary or supporting studies/surveys needed to demonstrate compliance (e.g., cultural resource surveys, waters of the U.S. (WOTUS) delineations, threatened or endangered species impacts, sediment sampling, water quality sampling, etc.).

The GrantWorks Team brings an exceptional combination of experience and expertise to move projects expeditiously through the planning and permitting process. Environmental specialists have provided services for a wide range of facilities, including water, energy, and other major civil works; park and ecological restoration areas; and industrial, commercial, and residential developments. The team's successful completion of numerous designs conducted to create, enhance, and restore habitats worldwide has gained international peer recognition in the ecological restoration and environmental sciences.

Our NEPA experts in wetlands, floodplains, endangered species, archeology/cultural resources, historic buildings, water quality, and air quality will be assigned to each project as appropriate to evaluate for potential impacts and mitigative measures, as needed. Depending on the needs of each project, we will assemble a project team with the appropriate professionals from the pool of qualified staff.

Staff Augmentation

The GrantWorks Team can provide the City with surge capacity. We can provide temporary staffing for grant administration, public outreach, and environmental review. We can also augment our team using in-house GIS analysts, planners, grant writers, and compliance specialists as needed. Over the long term, the team can help the City with capacity building and focus not only on filling gaps but also on training and mentoring local staff to sustain mitigation functions over time.

These components work together to create a sustainable, strategic, and fundable mitigation program that reduces disaster risk while meeting federal and state requirements. They also enhance the City's competitiveness for future grant opportunities and ensure projects are shovel-ready when funding becomes available.

Detailed 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.

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 FDEM 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/FDEM Requests for Information (RFI):

- ▶ Provide timely and thorough responses to FEMA/FDEM 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/FDEM
- ▶ Complete the Application for City Review
- ▶ Complete the Application for Submittal to FEMA/FDEM
- ▶ Submittal Confirmation from FEMA/FDEM

BENEFITS TO THE CITY OF POMPANO BEACH:

The City has compliant applications for FEMA/FDEM projects that meet all requirements.

FEMA HMA PHASE 2: POST-AWARD – PROJECT LAUNCH SCHEDULE: 1 – 30 DAYS	
OVERVIEW:	
<p>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.</p>	
TASKS:	
Kick Off Meeting:	
<ul style="list-style-type: none"> ▶ Prepare agenda and schedule/facilitate meetings to identify community priorities, anticipated deliverables, schedules, communication protocols, and next steps. 	
Program Set-Up:	
<ul style="list-style-type: none"> ▶ 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/FDEM 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, FDEM 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:	
<ul style="list-style-type: none"> ▶ Project Kickoff Meeting and Agenda ▶ Administrative Project File Checklist ▶ Project 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 POMPANO BEACH:	
<p>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.</p>	

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/FDEM. 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 required by FEMA and FDEM.
- ▶ **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/FDEM.
- ▶ **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)
- ▶ Bid Packages/Procurement Documents
- ▶ Request for Reimbursement/Invoice Processing

FEMA HMA PHASE 3: POST-AWARD – PROJECT IMPLEMENTATION AND MONITORING SCHEDULE: 1 – 60 DAYS	
▶	Request for Information Responses
▶	Payroll Certificates (If Applicable)
BENEFITS TO THE CITY OF POMPANO BEACH:	
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/FDEM to resolve potential issues during the grant application process or implementation of the funded project.
- ▶ Perform internal reconciliation of records.
- ▶ Resolve any FEMA/FDEM 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 POMPANO BEACH:

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 FDEM.

Develop a Debris Management Plan, including Identifying an Adequate Number of TDSRS Locations and Providing Staff Training as Necessary.

Developing a Debris Management Plan (DMP) is a critical part of emergency preparedness and recovery. A well-structured DMP ensures that debris resulting from natural disasters or other emergencies is managed quickly, safely, and cost-effectively. Below is a step-by-step overview of the DMP development process, including identifying Temporary Debris Staging and Reduction Sites (TDSRS) and staff training.

Preliminary Planning and Risk Assessment

During preliminary planning and risk assessment, the GrantWorks Team will:

- ▶ **Identify Hazards**, including analyzing the types of disasters likely to generate debris (e.g., hurricanes, tornadoes, floods, wildfires).
- ▶ **Estimate Debris** using historical data, FEMA modeling tools, and GIS-based estimates to predict potential debris quantities.
- ▶ **Identify Expected Debris Types**, including vegetative, construction and demolition (C&D), hazardous waste, white goods, and soil/mud.

Plan Development

Our DMP clearly defines roles and responsibilities for local departments, contractors, mutual aid partners, and state/federal agencies. Based on the roles and responsibilities, the team will establish a Debris Management Team with a designated Debris Manager.

During DMP development, the team will determine the site needs by estimating how many TDSRS are needed based on debris volume and geography. The site selection criteria that need to be considered include:

- ▶ Proximity to debris impact zones.
- ▶ Access to major roads.
- ▶ Adequate space for sorting, chipping, and storage.
- ▶ Minimal environmental impact (away from water bodies, protected lands).
- ▶ Owned or leased public lands are preferred to minimize costs and liability.

Needed site documentation includes site maps, capacity estimates, and operational layouts. The team will support obtaining necessary permits or environmental clearances in advance. Our debris removal and disposal procedures will outline methods for debris collection (curbside, right-of-way, private property), segregation, reduction (burning, chipping, grinding), and final disposal. We will also work with the City to identify potential disposal sites and contracts.

As part of monitoring and recordkeeping, the team will establish procedures for monitoring contractors, tracking debris quantities, and maintaining audit-ready records (as per FEMA Public Assistance requirements). We will also help develop a public information strategy to inform residents about debris removal timelines, sorting instructions, and drop-off locations.

Staff Training and Exercises

The GrantWorks Team can provide City staff and stakeholder training, including the following:

- ▶ **Targeted Training:** Training for City Public Works and Emergency Management staff on FEMA debris eligibility criteria and required documentation protocols.
- ▶ **Tabletop or Functional Exercises:** conduct exercises simulating a major debris event, including TDSRS activation and multi-agency coordination.

Plan Review and Maintenance

The DMP should be reviewed and updated annually or after significant events to incorporate lessons learned. The GrantWorks Team recommends that pre-event/pre-positioned contracts be put into place and maintained for debris removal, monitoring, and reduction services.

By integrating TDSRS site planning and staff training into the Debris Management Plan, the City will ensure a fast and organized debris response that meets FEMA reimbursement guidelines and protects public health and safety.

Procurement Assistance for Debris Removal Contractors and Other Services As Requested.

We have procurement and legal specialists within the team who can review the City's solicitations, contracts, and procurement documentation and assist in ensuring compliance with federal and state regulations, as requested. When the City is using federal or state funds, especially for disaster recovery, housing, infrastructure, or resilience programs, strict compliance with procurement regulations is critical. Our team brings the expertise and objectivity needed to align every step with the law, minimizing risk and maximizing funding eligibility.

Our specialists are well-versed in 2 CFR Part 200 and Florida procurement rules and can spot errors or omissions that make contracts ineligible for reimbursement by FEMA or other agencies. This includes checking for required language, fair competition practices, and proper documentation. The team can also help the City avoid common pitfalls that trigger audit flags and minimize the risk of audit findings or penalties, as non-compliance can lead to the de-obligation of funds.

Project Management, including the Formulation and Management of Permanent Work Projects, Task Force Management, and City Commissions, Boards, and Panels.

Formulation and Management of Permanent Work Projects

In general, project management in the public sector, particularly in hazard mitigation and disaster recovery, entails the coordination and execution of complex initiatives that aim to restore infrastructure, reduce future risk, and support community resilience. This includes technical oversight, stakeholder coordination, budgeting, and compliance with applicable federal, state, and local regulations.

The formulation and management of permanent work projects typically refer to long-term recovery or mitigation activities under FEMA's Public Assistance (PA) Program (Categories C–G), including repair or replacement of public infrastructure like roads, bridges, water systems, and public buildings. Our services include:

- ▶ **Damage Assessments:** Conducting detailed site inspections and assessments to document disaster-related damage.
- ▶ **Scope and Cost Formulation:** Preparing scopes of work, cost estimates, and environmental/historic preservation (EHP) documentation required for FEMA project worksheets (PWs).
- ▶ **Regulatory Compliance:** Ensuring projects comply with FEMA regulations (e.g., 44 CFR), NEPA, Section 106, and local codes.
- ▶ **Schedule & Budget Oversight:** Managing timelines, procurement processes, and financial tracking to meet programmatic deadlines.
- ▶ **Reporting and Closeout:** Monitoring performance, submitting quarterly reports, and preparing for final audits and project closeout with FEMA/state partners.

Task Force Management

The GrantWorks Team can help with task force management. Task forces are multi-agency, cross-disciplinary teams assembled to tackle specific initiatives such as hazard mitigation planning, housing recovery, or infrastructure resilience. Key functions of task force management include coordination and leadership during meetings, setting agendas and driving progress on goals, subject matter collaboration and facilitation among engineers, planners, emergency managers, environmental scientists, and legal advisors, policy development and drafting of recommendations, plans or policies based on expert input and public feedback, and problem-solving to address bottlenecks, manager competing priorities, and solving conflicts.

City Commissions, Boards, and Panels Management

Our senior-level project managers and grant specialists are deeply engaged in municipal governance, often interfacing with or serving on local boards and advisory committees where they provide oversight policy direction and ensure public accountability. With extensive experience in public-sector operations, our team regularly

prepares and delivers presentations, staff reports, and technical memoranda to decision-making bodies such as planning commissions, hazard mitigation boards, and climate action panels. We actively participate in public hearings, stakeholder workshops, and community engagement sessions to solicit input, address concerns, and foster transparency. This collaborative approach ensures that project recommendations are grounded in both technical rigor and community priorities.

Beyond advising on specific projects, our team plays a key role in supporting the implementation of adopted policies, strategic plans, and commission- or council-approved recommendations. We frequently provide municipalities with technical guidance and strategic insights on a range of complex issues, including zoning and land use, climate resilience, infrastructure investment planning, and grant funding prioritization. Our goal is to empower local leaders with the tools, information, and expertise needed to make informed, forward-looking decisions that serve the public interest.

Technical Support and Assistance in Developing Public Information.

Providing emergency management related technical support and assistance in developing public information involves helping the City to create accurate, timely, and accessible communication materials that inform the public before, during, and after emergencies. The first step involves the team assessing the City's communication needs and evaluating current resources. We do this by reviewing the City's existing public information protocols, staff capacity, and communication channels, including websites, social media, and alert systems. By reviewing the City's existing public information protocol, we can identify gaps to determine any weaknesses in message dissemination, language access, or community reach. To better understand the target audience, the team will also consider demographics, literacy levels, languages spoken, disability needs, and access to technology.

Using the assessment, the team will develop a public information strategy. This includes establishing a Joint Information System (JIS) to support the coordination of messaging across agencies through a unified approach as well as creating a Joint Information Center (JIC) Framework, if not already established, that includes developing a plan for setting up a JIC during large-scale incidents to manage public messaging. We will ensure that the public information strategy aligns with ICS/NIMS and that public information roles and processes follow NIMS guidance.

In support of the City's public information strategy, the GrantWorks Team can draft pre-scripted messages and create templates for common hazards (e.g., hurricanes, boil water advisories, shelter notices) to speed up the response. We can also translate messages into other languages spoken in the community if necessary. The public information will be in accessible formats that meet ADA formats, including the use of alt text, large print, and captioning for videos.

The GrantWorks Team supports the use of communication tools. These include alert and warning systems, social media, and web and hotline integration. We can provide guidance on social media platform selection, content scheduling, and rumor control. The team can also help with real-time updates on websites and hotlines with consistent and accurate information.

The team works with local leaders, schools, faith groups, and nonprofits to reach underserved populations as a part of community engagement and feedback loops. Our public education campaigns can assist with year-round efforts supporting the City's public information strategy. These campaigns can include preparedness month events, brochures, and school programs. Finally, we can use after-action feedback to refine public messaging effectiveness by gathering input post-incident or exercise.

Other Training and Assistance as Requested by the City.

Training

The GrantWorks Team can provide emergency preparedness training for City personnel tailored to the City's specific risks, responsibilities, and resources. Below, we provide an overview of the key types of training that the City will typically need.

Orientation and Awareness Training: The purpose of orientation and awareness training is to introduce City staff to emergency plans, roles, hazards, and basic procedures. This training is geared towards all City employees, including leadership and support staff. The content includes an overview of the Emergency Operations Plan (EOP), communication protocols, evacuation/shelter-in-place procedures, and hazard awareness (e.g., floods, tornadoes, cyber threats).

Role-Specific Training: The purpose of role-specific training is to prepare City staff for duties assigned to emergency plans (e.g., EOC roles, logistics). The audience for this type of training includes EOC staff, department leads, first responders, and support teams. The content includes Incident Command System (ICS) training, Emergency Support Function (ESF) coordination, Continuity of Operations (COOP) procedures, and resource management.

Functional and Tabletop Exercises: Functional and tabletop exercise training test plans and decision-making in a controlled, low-stress environment. Typically, this training is for cross-functional teams and leadership. Activities include tabletop exercises that are discussion-based, functional skills (e.g., communications, shelter activation), and walkthroughs of response procedures.

Full-Scale Exercises: Full-scale exercises simulate real-time response to a disaster scenario with field deployment. The target audience for these exercises is first responders, EOC staff, and external partners, and involves live-action role-play with mock casualties or damage, coordination with mutual aid, nongovernmental organizations, and state and federal partners, and real-time evaluation and after-action review.

Refresher and Recurring Training: The main purpose of refresher and recurring training is to maintain readiness and update City staff on new procedures or threats. Typical frequency is annually or as required by grants or regulations. This training includes Emergency Operations Plan (EOP) updates, changes to the Incident Command System (ICS) or command structure, and training on new technology or communication tools.

Compliance and Grant-Specific Training: This training will help City staff meet requirements for FEMA, FHWA, or other grant-funded programs. Examples include FEMA’s National Incident Management System (NIMS) compliance training, Homeland Security Exercise and Evaluation Program (HSEEP) for After-Action Report/Improvement Plan (AAR/IP) development, and financial documentation and cost recovery, especially for FEMA Public Assistance applicants.

Technical Assistance

As shown in **Figure 18**, our team can also provide technical assistance to help the City prepare for, respond to, recover from, and mitigate the effects of disasters. This support spans technical expertise, strategic coordination, and regulatory compliance — ensuring that disaster operations are effective, efficient, and eligible for federal and state funding.

***Figure 18:** Comprehensive Disaster Assistance and Management from a Trusted Partner Before, During, and After a Disaster*

SERVICE	DESCRIPTION
<p>Pre-Disaster Preparedness and Planning</p>	<ul style="list-style-type: none"> ▶ We use hazard and risk assessments to identify potential threats and vulnerabilities across the City’s infrastructure, systems, and populations. ▶ Our team develops or enhances Emergency Operations Plans (EOP), Continuity of Operations Plans (COOP), and Disaster Recovery Frameworks. ▶ To prepare City staff, clarify roles, and test procedures, we provide training and conduct exercises, including drills, workshops, and tabletop exercises. ▶ As part of our funding strategy development, we provide advice on pre-positioning for federal and state disaster grants (e.g., FEMA, HUD, USDA) and building documentation systems in advance.

Figure 18: *Comprehensive Disaster Assistance and Management from a Trusted Partner Before, During, and After a Disaster*

SERVICE	DESCRIPTION
Response Coordination and Support	<ul style="list-style-type: none"> ▶ Our incident management support assists the City when activating emergency operations, including coordination across departments and agencies. ▶ The team applies logistics and resource management to help track and deploy personnel, equipment, and supplies while maintaining compliance with funding agency requirements. ▶ The team’s documentation and cost-tracking systems are used to track eligible disaster-related expenses from day one, supporting future reimbursement claims by the City. ▶ Our on-call technical assistance support helps guide City leadership through urgent decisions and ensure regulatory compliance during response efforts.
Recovery and Grant Management	<ul style="list-style-type: none"> ▶ The team’s damage assessments and recovery planning support the City’s collection and analysis of damage data to inform project scoping and prioritization. ▶ We provide the City with the technical assistance needed for FEMA Public Assistance (PA), Hazard Mitigation (HMGP), and other grants. ▶ Our team prepares and submits funding applications, tracks expenditures, develops supporting documentation, and interfaces with grantor agencies. ▶ The GrantWorks Team’s monitoring and closeout ensure that all City projects meet performance and compliance standards and assist with audit preparation and grant closeout.
Long-Term Mitigation and Resilience Building	<ul style="list-style-type: none"> ▶ Through mitigation planning and project development, we help the City identify opportunities for long-term improvements through infrastructure upgrades, land use planning, and resilient design. ▶ Our community engagement facilitates public meetings and stakeholder engagement to align recovery with community priorities and equity goals. ▶ The team’s policy and capacity building assist the City in updating policies, developing standard procedures, and training staff to improve institutional resilience.

The GrantWorks Team brings deep knowledge of disaster programs, federal regulations, and best practices to the City. We will leverage our knowledge and use our expertise to see that the City meets all documentation, procurement, and reporting requirements to protect funding. Our capacity will augment City staff, especially during high-stress periods, with scalable and specialized support.

Other Reports and Data as required by the City.

GrantWorks’ robust 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:

- ▶ Management reports
- ▶ Dashboards
- ▶ Information tracking for programs and projects
- ▶ Digital document management and storage
- ▶ Flexible search capabilities
- ▶ Mobile data entry
- ▶ Comprehensive invoicing
- ▶ Compliance and audit readiness support

Other Emergency Management and Consulting Services Identified and Required by the City.

The GrantWorks Team can provide comprehensive emergency management and consulting services as required by the City. We have provided an overview of our services below.

Emergency Planning Services

- ▶ **Comprehensive Emergency Management Plan (CEMP) Development/Update** covering all-hazards planning across mitigation, preparedness, response, and recovery.
- ▶ **Continuity of Operations Plan (COOP) and Continuity of Government (COG)** to ensure essential functions continue during disruptions.
- ▶ **Emergency Operations Plan (EOP) Framework** for coordinated response across city departments and partners.
- ▶ **Hazard Mitigation Planning** for FEMA-compliant plans to reduce future disaster risks and qualify for grant funding.

Disaster Response and Recovery Support

- ▶ **FEMA Public Assistance (PA) Grant Management** includes guidance on eligible expenses, project formulation, documentation, and audits.
- ▶ **Individual Assistance (IA) Coordination** supporting temporary housing, unmet needs, and case management post-disaster.
- ▶ **Damage Assessments (Rapid and Detailed)** through field assessments for infrastructure, public facilities, and housing.
- ▶ **Debris Management Planning and Oversight** supports the development of FEMA-compliant debris plans, as well as contractor oversight.

Preparedness and Training

- ▶ **Training Development and Delivery**, including ICS/NIMS training, EOC operations, public information, and situational awareness.
- ▶ **Tabletop, Functional, and Full-Scale Exercises** designed to test readiness and refine plans
- ▶ **After-Action Reports (AARs) and Improvement Plans** support post-event or post-exercise analysis to identify and address gaps.

Risk and Vulnerability Assessments

- ▶ **Hazard Vulnerability Assessments (HVAs)** can be used to evaluate the City's exposure to various hazards based on geography and infrastructure.
- ▶ **Climate Resilience and Sea-Level Rise Assessments** to identify adaptation strategies to cope with long-term environmental risks.
- ▶ **Critical Infrastructure Protection**, including assessment and planning for resilience of essential systems (e.g., water, power, communications).

Grant and Funding Support

- ▶ **Grant Writing and Management Support** for FEMA HMGP, BRIC, and other grants.
- ▶ **Cost Recovery Documentation** ensures proper tracking and documentation to maximize reimbursement and reduce de-obligation risks.

Public Outreach and Community Engagement

- ▶ **Risk Communication and Public Education** by developing materials and campaigns to educate the public about emergency preparedness.
- ▶ **Stakeholder and Community Engagement** by facilitating workshops and listening sessions for inclusive planning and equitable outcomes.

EOC and Technology Support

- ▶ **Emergency Operations Center (EOC) Design and Activation Support** that includes technical assistance in EOC layout, equipment needs, and standard operating procedures.

- ▶ **Technology Integration Support** for WebEOC, GIS mapping, and other situational awareness platforms.

Our emergency management subject-matter experts can deliver these services, which can be tailored to the City's specific size, hazard profile, and existing capabilities.

3.3.2 Public Assistance Consulting Services

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 stand apart by offering personalized service and customizing solutions to meet the specific needs of the City. We help develop robust, federally compliant projects, and if needed, we can assist in compliantly procuring engineering and construction firms to provide design services and construction oversight/management.

GrantWorks 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. In addition to maximizing FEMA PA assistance, we will create a strategy to leverage other available funding, such as FEMA's HMA programs, including 404 HMGP, BRIC (if available), and FMA. We also leverage other federal and non-federal funds, including HUD CDBG-DR and philanthropic contributions.

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.

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 Tallahassee office. By allocating local and Florida-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 coordination and assistance with the following:

- ▶ Proactively engage with City stakeholders, as well as state and federal agencies, to ensure ongoing alignment, information flow, and timely issue resolution.
- ▶ Effectively process and monitor all project costs, including labor, equipment, materials, and contractual documents, ensuring accurate tracking for both the City and external contractor partners.
- ▶ Identify and implement solutions to resolve unexpected cost overruns, changes in construction activities or locations, and other issues, safeguarding the project's eligibility and standing with state and federal agencies.
- ▶ Drive the resolution of any questions or issues raised by state and federal agencies regarding your grant application or funded project, ensuring compliance, minimizing disruptions, and facilitating smooth project progression.

The GrantWorks Team will work with the City of Pompano Beach 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 stay current 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.

Assistance Navigating Changes to the Public Assistance Program Delivery Model

FEMA expedited the launch of its new PA Program Delivery Model (PAPDM) on September 17, 2017, in the wake of Hurricane Harvey (DR-4332) and Hurricane Irma (DR-4337). GrantWorks was at the epicenter of the implementation as we worked to facilitate storm response and damage support for our clients on the Texas coast.

The PAPDM procedures required careful tracking of each process step, including requests for Essential Elements of Information (EEI) and site inspections. Program management and application processing functionality were migrated to the FEMA Grants Portal, but key tools supporting site evaluations and project scope development presented operational and accuracy challenges. The GrantWorks team navigated system shortfalls by seeking and coordinating input from FEMA Site Inspectors, Program Delivery Managers, and engineering consultants to develop clear scopes of work that enabled proper evaluation and pricing of projects for grant applications.

Substantial updates and revisions to the system, such as the Streamlined Project Application process, were made to reflect the Disaster Recovery Reform Act (2018) and accommodate specific needs created by the emerging COVID-19 crisis. In 2022, FEMA commissioned a comprehensive assessment of the PAPDM, including recommendations to improve efficiency and accessibility. PA policies and procedures will continue to change as these findings are implemented.

The City of Pompano Beach can trust GrantWorks to manage the ongoing evolution of PA program delivery. As FEMA continues to implement improvements to the Public Assistance program interactively, we will keep the City abreast of changes through regular updates and periodic training for City staff as needed.

Support for Florida Recovery Obligation Calculation (F-ROC) Participation

The FDEM has implemented a new voluntary initiative called F-ROC to standardize, streamline, and simplify the Public Assistance process for applicants in the state. The program involves applicants completing a Disaster Readiness Assessment (DRA) and any required abatement activities to receive an F-ROC score. Applicants can then increase that score by completing a Post-Disaster Questionnaire and using prescribed forms to populate and submit project data uniformly. This provides the required level of information due to standardization, resulting in reduced questions and faster approval times. This score also provides a corresponding level of expedited funding for Category A Debris Removal and Category B Emergency Measures (Figure 19).



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Figure 19: The GrantWorks Team is Skilled and Experienced in Delivering Every FEMA PA Category of Work

The F-ROC Program ensures accuracy, compliance, standardization, and faster obligation by reducing overall risk to subrecipients and the State. Knowledge of the program allows our team to know the intricate details of the F-ROC program. It will enable the GrantWorks Team to implement the program seamlessly for any client in Florida.

Identification of Eligible Emergency and Permanent Work (Category A – G).

The GrantWorks Team specialists will support the evaluation and formulation of Emergency and Permanent Work Project Worksheets (PW). The team is composed of cost estimators, engineers, and site assessment personnel who will be tasked to document damages in accordance with FEMA’s Damage Description and Dimension (DDD)

standards. The GrantWorks Team will prepare detailed Site Inspection Reports (SIRs), develop compliant scopes of work, and produce cost estimates using FEMA’s Cost Estimating Format (CEF) or other FEMA-accepted methodologies, as required. We can also manage the end-to-end execution of PWs, supporting documentation review, tracking incurred costs, and preparing project files for closeout. All records will be organized using structured digital file architecture to meet FEMA’s documentation standards, ensuring that the City of Pompano Beach remains fully audit-ready throughout the life of each project.

Where applicable, GrantWorks will guide the City of Pompano Beach through the evaluation and potential implementation of Section 428 Alternative Procedures for Permanent Work and Debris Removal. This includes providing fixed-cost project formulation support, developing complete scopes and estimates for consolidation, and ensuring the City understands the administrative and reporting implications of electing 428. We will assist in negotiating funding agreements, securing FEMA approval, and integrating Section 406 mitigation measures to strengthen recovery outcomes.

Damage Assessments

In any post-disaster scenario, recovery begins with a thorough understanding of the impacts of what just happened. The GrantWorks Team will collaborate with the City to examine data on post-disaster conditions (damage assessments), unmet needs analyses, previously identified hazards from the Hazard Mitigation Plan (HMP), additional hazard data sources, and potential updates to the hazard list based on local insights and alignment with the State HMP. Based on this review, the GrantWorks Team will:

- ▶ Identify the specific causes of damage associated with each event.
- ▶ Analyze the scope and extent of the damage.
- ▶ Evaluate the City’s capacities and capabilities to recover and enhance resilience for future events.
- ▶ Examine a range of mitigation alternatives to address identified issues.
- ▶ Assess potential exacerbation of problems under future conditions.

Alternatives analyses will aid the City in the identification of preferred alternatives. These analyses will be based upon risk assessments that attempt to measure how effective (project effectiveness) each alternative would be in reducing risk. Once we identify preferred alternatives, our team will support the City in mapping out implementation strategies that will identify lead agencies, estimated project costs, sources for funding, and schedules for implementation. For those projects identified as feasible and competitive for hazard mitigation grant funding, our team can support the City throughout the complete lifecycle of project implementation.

Assistance in Attaining Immediate Needs Funding.

Following a natural disaster, the GrantWorks Team can provide the City with critical support to quickly secure immediate needs funding through FEMA and other emergency sources that may be available. This assistance can provide timely cash flow to maintain essential services, begin emergency response activities, and stabilize operations before full disaster reimbursements are processed.

The team can help the City identify and pursue FEMA immediate Needs Funding (INF) or Expedited Funding through the Public Assistance program. Typically, this funding is available for up-front emergency work such as debris removal or protective measures. Our team can help gather the documentation needed to support the need for and the urgency of the request. Additionally, we can help to identify state emergency grants available through FDEM or advances that can support rapid response and other funding sources, including bridge funding or advance payments from HUD CDBG-DR for housing/infrastructure (if declared), FHWA-ER for roads and bridges and USDA or SBA emergency programs.

The City will have to document and justify eligible emergency work, and the team can help the City prepare cost estimates and justifications for immediate response needs, including:

- ▶ Debris clearance
- ▶ Emergency protective measures

▶ Temporary facilities and equipment

Our support services also include preparing project worksheets or cost summaries tied to eligible FEMA PA categories (Categories A and B).

During the development and submission of INF requests, the team can guide City staff by drafting letters and forms, coordinating with FDEM and FEMA recovery staff, and uploading and tracking submissions in the Grants Portal. We can also provide templates and align requests with FEMA's programmatic requirements and cost-reasonableness standards.

Prioritization of Recovery Workload.

The team's mission is to support the City of Pompano Beach by providing immediate, expert, and compliant assistance on FEMA PA financial, contracting, eligibility, and process issues, ensuring that the City meets all federal, state, and local deadlines while maximizing eligible cost recovery. We will provide a rapid response to City requests, including an initial turnaround commitment to respond to City requests regarding issues within one business day to acknowledge receipt of and confirm an action plan. We will also establish task-specific deadlines (e.g., cost documentation review, eligibility analysis, etc.) within 24-74 hours, depending on request complexity and grant deadlines.

The City will have an assigned and dedicated project team of FEMA PA specialists, financial analysts, and contracting advisors to ensure continuity and institutional knowledge with each purchase order. We will maintain real-time availability during normal business hours, with on-call support during critical deadlines (e.g., grant application periods, closeout meetings, audit response). The team will provide brief weekly updates summarizing active tasks, upcoming deadlines, risks to timeline adherence, and mitigation strategies.

The GrantWorks Team will align the City deliverables with FEMA's and FDEM's process deadlines, including:

- ▶ Grants Portal deadlines
- ▶ Requests for Information
- ▶ Project Worksheet development and amendment schedules
- ▶ Quarterly Reporting deadlines
- ▶ Final Closeout schedules

We will also attend and participate in FEMA site inspections, Recovery Scoping Meetings, Exploratory Calls, and City coordination meetings for full visibility and schedule alignment. Additionally, we can scale up staffing levels during periods of high workloads (e.g., major submission periods, appeals, or closeouts) to meet accelerated schedules without loss of quality.

Loss Measurement and Categorization.

The GrantWorks Team can assist the City of Pompano Beach with Initial Damage Assessments (IDA) and support Preliminary Damage Assessments (PDA). We can perform IDAs to identify and document damage immediately after an incident. This includes collecting data on the extent and impact of damage to public infrastructure and facilities. If damages exceed local capabilities, the team can collaborate with FDEM and FEMA to conduct Joint Preliminary Damage Assessments. This joint effort validates the extent of the damage and supports the request for a federal disaster declaration. Using FEMA's standardized Public Assistance Damage Assessment Survey template ensures consistency and completeness in data collection.

FEMA classifies eligible work into specific categories, as shown in **Figure 19**. By accurately categorizing eligible work, the team will ensure that projects align with FEMA's eligibility criteria and facilitate appropriate funding allocations. Eligibility is supported by damage documentation and cost estimates. The City will need to maintain detailed and comprehensive records, including photographs, maps, and descriptions of damage to substantiate claims. Our team can maintain these records and develop detailed cost estimates for repair or replacement,

considering factors like materials, labor, and equipment. Using FEMA's Cost Estimating Format (CEF), the team will provide standardized and acceptable cost projections.

By implementing these services and adhering to FEMA's guidelines, the City of Pompano Beach can effectively measure losses, categorize damages, and navigate the Public Assistance program to secure necessary funding for disaster recovery efforts.

Insurance Evaluation, Documentation Adjusting, and Settlement Services.

The GrantWorks Team has extensive experience in disaster response and insurance claim preparation and negotiations. The following outlines our technical approach to how GrantWorks will support the City of Pompano Beach in the evaluation, documentation adjusting, and settlement services of any claims with insurance carrier(s) and their appointed representatives following a covered loss.

Notify the Insurance Broker and Report the Claim

Immediately following a property loss, GrantWorks will notify the insurance broker of the incident and work with them to formally report the claim to the insurance carrier(s). This initial step is crucial for setting the claims process in motion, and we will ensure it is done promptly and accurately. Our team will gather all necessary incident details to provide a clear and concise summary to the insurance broker and the insurance carrier(s) upon notice of the claim, facilitating a swift response from the insurance company.

Collaborate with Insurance Broker to Determine the Applicable Coverage for the Loss

GrantWorks will work closely with the insurance broker to review the relevant insurance policies and determine the scope of coverage for the loss. This collaboration involves a detailed analysis of policy provisions, endorsements, and exclusions to identify covered losses and applicable limits accurately. Our expertise ensures that all potential avenues for recovery are explored.

Document Damage

Our team will meticulously document all damage resulting from the incident. This process includes taking photographs, videos, drone captures, 3D/Matterport tours, and detailed notes to create a comprehensive record. By employing the latest technology, such as drones for aerial photography, we ensure that no detail is overlooked. This thorough documentation serves as the foundation for claim preparation.

Coordinate and Support Damage Inspections

GrantWorks will coordinate with the insurance company to schedule damage inspections, ensuring our experts are present to advocate on the client's behalf. We will support these inspections by providing detailed documentation of damage and explaining our findings to the insurance adjusters. Our goal is to ensure that the adjustment team acknowledges and accurately assesses the full extent of the damage.

Review Financial Documentation to Quantify All Applicable Loss

Our team will conduct an exhaustive review of financial documentation to quantify all applicable losses, including debris removal, property damage, business personal property (contents), business interruption, extra expense, expediting expense, etc. This review involves analyzing historical financial data, forecasting lost revenues, calculating additional expenses incurred due to the disaster, and reviewing all incurred/encumbered expenses associated with the loss. We ensure that every financial impact is captured and substantiated in the claim submission to the insurance carrier(s).

Provide Reporting Dashboards and Regular Client Updates to Ensure Client Leadership is Apprised of the Current Claim Status

GrantWorks will develop a dashboard that offers regular updates on the claim status. These detailed updates will be provided to client leadership, ensuring they are fully informed of the progress and any critical developments.

Work with the Insurance Carrier Representatives/Adjuster to Ensure the Claim is Fairly Assessed and Expedited

Our seasoned team will work with the City and the insurance broker to engage in a triage approach with insurance carrier representatives and adjusters to ensure the claim is fairly assessed and expedited. By presenting well-documented evidence and articulating the nuances of the claim, our team will position the City for the maximum reimbursement under its policy. Our proactive approach aims to streamline the process, reducing the time for settlement and helping our clients recover more swiftly. By employing a detailed and strategic approach, GrantWorks guarantees comprehensive support to the City of Pompano Beach throughout the claims process. This ensures a thorough presentation and maximization of the insurance recovery.

Project Worksheet Generation and Review.

Under the FEMA Public Assistance Program, the GrantWorks Team helps to ensure that the City maximizes eligible reimbursement, meets all regulatory requirements, and expedites recovery. After the initial damage assessments, we conduct site inspections and collect detailed documentation, including photos, measurements, and narratives of damage. We then categorize the damages according to FEMA's work categories of Permanent Work: C through G. We can also advise City staff on what costs, damages, and scopes of work are eligible under the FEMA PA programs, including labor, equipment, materials, and contract works. The team can also identify potentially eligible costs under other programs, including FHWA and HUD CDBG-DR, for coordinated recovery funding.

Our project formulation and scope of work development services include assisting the City with the preparation of detailed scopes of work for each project worksheet. Based on the detailed SOW, the team can develop a cost estimate using FEMA's Cost Estimating (CEF) or other approved methodologies. We then classify projects as small or large based on the current federal threshold.

Grant application support includes inputting data into FEMA's Grants Portal, preparing all required forms, narratives, and supporting documents, and tracking the status and managing communications with FEMA and the City. FEMA develops and finalizes project worksheets in its Grants Portal system but will rely heavily on the information provided by the City to write accurate scopes of work and cost estimates. The GrantWorks Team can review FEMA-drafted project worksheets for accuracy and completeness. We also advocate for corrections or revisions of project worksheets if scope, costs, or eligibility are improperly assessed. Additionally, we respond to RFIs from FEMA or FDEM if the City requests support.

When funding is denied or reduced, the GrantWorks Team can help the City prepare and support first and second appeals. We can also draft time extension requests and justifications for delayed projects.

We can help the City get set up to track eligible expenses and match them to project worksheet scopes. We also support the submission of reimbursement requests and documentation for quarterly reporting. The GrantWorks Team can collect, organize, and retain all final documentation per FEMA and FDEM recordkeeping requirements. The City can also rely on the team to prepare closeout reports and provide support during audits and monitoring visits.

FEMA, FHWA, and USDA NRCS Reimbursement Support.

FEMA Reimbursement Support

The GrantWorks Team can support the City and help navigate a structured process involving multiple phases to get reimbursed through the FEMA Public Assistance process. This process is a collaboration between the City, FDEM, and FEMA. Once project worksheets are approved, FEMA obligates funds to FDEM, and FDEM manages the distribution of funds to the City on a reimbursement basis. The City will enter into a subgrant agreement with FDEM early in the process that outlines the terms and conditions for receiving and using federal funds.

Throughout the project execution, the City must meticulously document all incurred costs, including invoices and receipts for materials, equipment, and services, timesheets and payroll records for personnel involved, contracts

and change orders with third-party vendors, and photographic evidence before and after photos of all work sites. Upon incurring eligible expenses, the City submits reimbursement requests to FDEM, providing all necessary documentation to support the claimed costs. Once FDEM approves the reimbursement request, funds are disbursed to the City. It's important to note that FEMA typically reimburses at least 75% of eligible costs, with the remaining 25% covered equally by the State of Florida and/or the City.

After project completion, the City submits a final report to FDEM, confirming that all work was performed as approved and all funds were used appropriately. FDEM, in coordination with FEMA, conducts a closeout review to ensure compliance and finalize the project.

FHWA Reimbursement Support

In addition to FEMA Public Assistance program support, the GrantWorks Team has a strong record of successfully assisting clients with Federal Highway Administration (FHWA) project management and coordination with the Florida Department of Transportation District 4. Our team brings a comprehensive, hands-on approach that ensures projects stay on track, comply with federal requirements, and maximize available funding. Our support often includes navigating complex regulatory frameworks, coordinating with multiple stakeholders, and overseeing all phases of project delivery.

Our team will begin by working with City departments to identify transportation-related damage that may fall under FHWA or FTA jurisdiction. We will assist in the initial eligibility determination, ensuring that each site or facility is properly classified and documented according to the program guidelines, whether it involves roads, bridges, public transportation assets, or associated systems. For FHWA-ER, we will ensure that sites are clearly documented as part of the Federal-Aid Highway System (FAHS) where applicable and that emergency and permanent repair work is distinguished and supported with appropriate cost breakdowns, scopes of work, and photographs.

The team will support the City throughout the application and reimbursement lifecycle, from the initial Damage Assessment Summary Reports (DSRs) through final cost reconciliation and closeout. We will prepare and submit the required documentation in accordance with 23 CFR Part 668 for FHWA or relevant FTA circulars for transit-related infrastructure. Our technical team is well-versed in the specific requirements of both agencies, including Buy America provisions, force account labor tracking, contract method restrictions, and NEPA/environmental clearance requirements.

Our support will also include close coordination with FDOT and FTA Region IV, ensuring that the City's submissions align with both federal and state expectations. Where needed, we will advise on project formulation, schedule development, and allowable scopes of work, particularly in cases where alternate or betterment options may be proposed. We will provide the City with templates and standardized documentation packages that ensure each submission is complete, consistent, and positioned for approval.

USDA NRCS Reimbursement Support

The City of Pompano Beach may require consulting support to access USDA Natural Resources Conservation Service (NRCS) reimbursement, particularly through the Emergency Watershed Protection (EWP) Program, which helps communities address imminent threats to life and property caused by flooding, erosion, and other natural disasters. Our USDA NRCS reimbursement support includes:

- ▶ **Eligibility Evaluation and Program Navigation:** Our team can help determine if specific damage or conditions (e.g., streambank erosion, debris in waterways, failed culverts) are eligible for NRCS assistance. We can guide the City through NRCS program requirements, timelines, and compliance conditions and serve as a liaison between the City and NRCS field offices or state conservationists.
- ▶ **Damage Assessment & Site Documentation:** The team can perform field inspections of impacted sites, such as creeks, rivers, and drainage channels, and document watershed impairments with detailed photos, maps, and measurements. The team can also complete Damage Survey Reports (DSRs) required for NRCS evaluation and funding approval.

- ▶ **Cost Estimation & Scope Development:** We prepare cost estimates for emergency and permanent repair work following NRCS standards, develop project scopes and timelines aligned with NRCS funding and technical specifications, and identify matching fund requirements (typically 25% local share) and strategies for meeting them.
- ▶ **Engineering & Design Support:** Using subcontracted engineering services, design-eligible repairs (e.g., bank stabilization, debris removal, sediment control) can be designed. The GrantWorks Team can ensure these designs meet NRCS technical standards, including hydrologic and hydraulic modeling. The team can also coordinate design reviews and approvals with NRCS technical staff, as required.
- ▶ **Environmental & Permitting Compliance:** Our environmental scientist can assist in identifying and securing necessary environmental permits (e.g., U.S. Army Corps of Engineer's Section 404, FDEP), complete environmental documentation required by NRCS (e.g., NEPA checklist, cultural resources review), and ensure compliance with protected species, wetlands, and historical preservation rules.
- ▶ **Procurement and Construction Oversight:** Our procurement and construction oversight mean the City's procurement methods will meet federal, state, and NRCS requirements, particularly under 2 CFR Part 200. The team can support bid package development, contractor selection, and construction management. The team can also monitor and document project implementation in coordination with NRCS.
- ▶ **Reimbursement and Documentation:** The team can prepare and submit required forms and reimbursement requests to NRCS, maintain organized records of costs, match contributions, invoices, and payment logs, and assist in responding to NRCS audits or monitoring.
- ▶ **Reporting & Closeout:** Our team can also support interim and final project reporting to NRCS, conduct closeout inspections, prepare final reports, ensure all deliverables meet NRCS requirements, and archive all project files by recordkeeping standards for federal grant programs.

Staff Augmentation with Experienced Public Assurance Coordinators and Project Officers.

The GrantWorks Team is experienced in FEMA, state, and federal disaster recovery regulations, including the Stafford Act, 2 CFR 200, 44 CFR, and FEMA's PAPPG. The team will assist the City of Pompano Beach in preparing for and participating in applicant briefings, Recovery Scoping Meetings (RSMs), and Program Delivery Manager (PDMG) sessions. Our team will guide the City in understanding the intricacies of these sessions, ensuring that key stakeholders are well-prepared to present the necessary information to FEMA and other federal or state agencies involved in the recovery effort. We will help the City frame eligibility arguments, request clarification where needed, and maintain positive working relationships with FEMA and FDEM representatives. We will ensure that all supporting documentation is accurate, complete, and in line with the specific requirements outlined in federal regulations and the PAPPG. In cases where clarification is required, or additional information is needed from FEMA, we will advocate for the City, making formal requests and seeking answers that protect the City's interests.

Interim Inspections, Final Inspections, Supplemental Project Worksheet Generation, and Final Review.

Following the approval of a project worksheet, the City will need support to ensure compliance, secure reimbursement, and close out the project successfully. This process typically involves Interim inspections, final inspections, supplemental project worksheet generation, and the final review process.

Interim Inspections

FEMA, FDEM, or designated representatives perform interim inspections during the execution of the project to:

- ▶ Verify that the work aligns with the approved Scope of Work (SOW).
- ▶ Ensure compliance with environmental and historic preservation (EHP) requirements.
- ▶ Confirm that procurement and contracting adhere to federal regulations.
- ▶ Identify any deviations or issues early, allowing for timely corrective actions.

Interim inspections help maintain project integrity and facilitate smoother final inspections.

Final Inspections

Upon project completion, FEMA, FDEM, or designated representatives perform a final inspection to:

- ▶ Confirm that all work has been completed as per the approved SOW.
- ▶ Ensure that all costs are documented and eligible for reimbursement.
- ▶ Verify that any EHP conditions have been satisfied.
- ▶ Assess the project's compliance with applicable codes and standards.

The final inspection report becomes a crucial part of the project's closeout documentation, supporting the City's final reimbursement request.

Supplemental Project Worksheet Generation

During project execution, unforeseen circumstances may necessitate changes to the original PW. In such cases, a Supplemental Project Worksheet (known as a Version) is generated to:

- ▶ Address scope changes due to unexpected site conditions or regulatory requirements.
- ▶ Incorporate additional eligible work or costs not included in the original PW.
- ▶ Adjust project timelines or funding based on new information.

In this case, the GrantWorks Team and City collaborate with FEMA and FDEM to develop and approve the supplemental PW, ensuring continued eligibility for reimbursement.

Final Review

The Final Review is the concluding phase of the PA grant process, involving:

- ▶ A comprehensive assessment by FEMA and FDEM of all project documentation, including PWs, inspection reports, and financial records.
- ▶ Verification that all work was completed in compliance with federal regulations and the approved SOW.
- ▶ Confirmation that all costs are eligible and properly documented.
- ▶ Resolution of any outstanding issues or discrepancies.

Upon successful completion of the Final Review, FEMA will obligate the final funding, and the project will be officially closed out. By diligently following these steps, our team can ensure compliance with FEMA's PA program requirements, secure appropriate reimbursements, and effectively conclude disaster recovery projects.

Appeal Services and Negotiations.

In the event of eligibility disputes or project funding denials, GrantWorks will prepare comprehensive appeal packages for both first and second-level appeals, as well as arbitration and negotiation support under the FEMA Public Assistance Appeals Process. We will draft detailed appeal narratives, compile evidence-based supporting documentation, and manage correspondence with FEMA and the State. Additionally, our team will support the City of Pompano Beach in responding to audits or desk reviews from FEMA/FDEM. We will organize records, resolve RFIs, and ensure that project files meet all federal audit requirements.

First Appeal

The City must submit a written appeal to FDEM within 60 days of receiving FEMA's determination letter. The first appeal documentation requirements include a signed letter detailing the reasons for the appeal, supporting documentation, such as contracts, invoices, photographs, and relevant correspondence, and references to applicable laws, regulations, and FEMA policies that support the City's position. FDEM will review the appeal and forward it, along with its recommendations, to FEMA within 60 days of receiving the appeal package. If additional information is needed, FEMA may request it, which may extend the timeline.

Second Appeal

If the City disagrees with the first appeal decision, it may file a second appeal. The second appeal must be submitted to FDEM within 60 days of receiving the first appeal determination. FDEM forwards the second appeal

to FEMA Headquarters, where the Assistant Administrator for Recovery reviews the case and issues a final determination within 90 days.

Negotiation and Informal Resolution

Before or during the appeals process, the City is encouraged to engage in informal negotiations with FEMA and FDEM to resolve disputes. This collaborative approach can involve clarifying misunderstandings by discussing specific concerns or discrepancies in the project scope or cost estimates, providing further evidence to support eligibility or cost claims, and exploring alternative solutions by considering adjustments to the project scope or cost-sharing arrangements. Engaging in these discussions can often lead to a mutually agreeable resolution without the need for a formal appeal.

Arbitration

For certain disputes, particularly those involving large projects, the City may have the option to request arbitration under the Disaster Recovery Reform Act (DRRA) of 2018. Arbitration is an alternative dispute resolution process where an independent panel reviews the case and makes a binding decision. This option is subject to specific eligibility criteria and timelines.

Reconstruction and Long-Term Infrastructure Planning.

GrantWorks collaborates closely with affected communities, county and municipal representatives, state and federal agencies, COAD, Long-Term Recovery Group (LTRG), and non-governmental organizations to identify recovery needs and develop strategies to support local efforts. This engagement fosters a collaborative environment, ensuring that recovery efforts are tailored to the specific needs of the City of Pompano Beach. The team will provide invaluable support to the disaster recovery coordinator and other mission support personnel in implementing recovery priorities, ensuring a more organized and efficient recovery process.

Coordination with necessary agencies and partners will be an ongoing process to ensure effective participation within the Recovery Support Function (RSF) structure and determine resources to fill staffing needs. This coordination will provide the City with access to necessary resources and expertise, leading to a more effective and comprehensive recovery effort. GrantWorks will offer technical assistance and guidance to the City in developing a local recovery management structure, helping the City create a robust recovery management framework that ensures well-organized and effective recovery efforts.

The identification of county, state, and federal resources available to support local recovery goals will be a crucial step in ensuring the City of Pompano Beach has the necessary funding and resources to achieve its recovery objectives. The GrantWorks Team will evaluate the need for RSFs and a recovery structure throughout the long-term recovery process, adapting the structure as needed to manage operations effectively and efficiently. This evaluation and adaptation will ensure that the recovery structure remains effective, leading to a more successful recovery effort.

Developing strategies for each RSF will provide technical assistance and programmatic support to meet local recovery needs, ensuring the City has access to necessary support. Cost recovery and recovery financing efforts will be managed to secure funding for identified recovery strategies, ensuring the City of Pompano Beach has the financial resources to support its recovery efforts. The implementation and evaluation of recovery strategies will be managed, technical assistance will be provided to communities throughout the recovery process, and the effectiveness of these strategies will be evaluated in meeting recovery needs.

Detailed 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 Pompano Beach. 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.

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
BENEFITS TO THE CITY OF POMPANO BEACH:	
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, FDEM, 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 plan the development of the Damage Inventory.
- ▶ Work with the City, FDEM, 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, FDEM, 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 FDEM (FloridaPA.org) 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 POMPANO BEACH:

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, FDEM, 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.
- ▶ Provide ongoing guidance 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 POMPANO BEACH:

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 FDEM. 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 FDEM and FEMA.
- ▶ Assist with FDEM, 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 FDEM when necessary so that eligibility is not forfeited.
- ▶ 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, FDEM, engineering consultants, other agencies, and the City.
- ▶ Assist in responding to Requests for Information from FEMA, FDEM, 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 POMPANO BEACH:

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 Pompano Beach'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 FDEM to close projects upon work and reimbursement completion formally. Once all the City’s projects are closed, FEMA and FDEM 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 FDEM 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 POMPANO BEACH:

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 FDEM for successfully completing its projects.

TAB 4:

COST PROPOSAL

TAB 4: COST PROPOSAL

In **Figure 20**, the GrantWorks Team provided an hourly rate schedule that details all direct expense costs for all anticipated services.

Figure 20: Hourly Rate Schedule

NO.	LABOR CATEGORY/POSITIONS	HOURLY RATE
1.	Project Executive	\$205.00
2.	Project Manager	\$185.00
3.	GIS Analyst	\$85.00
4.	Senior Grant Management Specialist	\$150.00
5.	Grant Management Specialist	\$135.00
6.	Environmental Specialist	\$135.00
7.	Subject Matter Expert	\$180.00
8.	Senior Planner	\$135.00
9.	Planner	\$115.00
10.	Administrative Support Assistant	\$65.00
11.	Public Assistance Coordinator	\$135.00
12.	FEMA/FHWA Specialist	\$150.00

TAB 5:
ATTACHMENTS

TAB 5: ATTACHMENTS

GrantWorks has uploaded the following list of Attachments to the City of Pompano Beach's eBid System.

- ▶ Proposal
- ▶ Financial Statements
- ▶ Sunbiz Registration
- ▶ W9 Form
- ▶ Proposer Information Page Form
- ▶ Attachment E – References

TAB 6:

INITIATED CITY
DOCUMENTS OR FORMS

TAB 6: INITIATED CITY DOCUMENTS OR FORMS

GrantWorks has confirmed the following list of attributes through the City of Pompano Beach's eBid System:

- ▶ Attribute 1 – Local Business
- ▶ Attribute 2 – Drug-Free Workplace
- ▶ Attribute 3 – Terms & Conditions
- ▶ Attribute 4 – Acknowledgment of Addenda
- ▶ Attribute 5 – Conflict of Interest
- ▶ Attribute 6 – Hold Harmless and Indemnification



GrantWorks.

108 S MONROE STREET,
TALLAHASSEE, FL 32301

EXHIBIT - B

EXHIBIT - B

INSURANCE REQUIREMENTS: RFP25-035 COMPREHENSIVE DISASTER RECOVERY CONSULTING SERVICES

GRANTWORKS, INC.

CONTRACTOR shall not commence services under the terms of this Agreement until certification or proof of insurance detailing terms and provisions has been received and approved in writing by the CITY's Risk Manager. If you are responding to a bid and have questions regarding the insurance requirements hereunder, please contact the City's Purchasing Department at (954) 786-4098. If the contract has already been awarded, please direct any queries and proof of the requisite insurance coverage to City staff responsible for oversight of the subject project/contract.

CONTRACTOR is responsible to deliver to the CITY for timely review and written approval/disapproval Certificates of Insurance which evidence that all insurance required hereunder is in full force and effect and which name on a primary basis, the CITY as an additional insured on all such coverage. **Such policy or policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida. The policies shall be written on forms acceptable to the City's Risk Manager, meet a minimum financial A.M. Best and Company rating of no less than Excellent, and be part of the Florida Insurance Guarantee Association Act. No changes are to be made to these specifications without prior written approval of the City's Risk Manager.**

Throughout the term of this Agreement, CITY, by and through its Risk Manager, reserve the right to review, modify, reject or accept any insurance policies required by this Agreement, including limits, coverages or endorsements. CITY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition or failure to operate legally.

Failure to maintain the required insurance shall be considered an event of default. The requirements herein, as well as CITY's review or acceptance of insurance maintained by CONTRACTOR, are not intended to and shall not in any way limit or qualify the liabilities and obligations assumed by CONTRACTOR under this Agreement.

Throughout the term of this Agreement, CONTRACTOR and all subcontractors or other agents hereunder, shall, at their sole expense, maintain in full force and effect, the following insurance coverages and limits described herein, including endorsements.

A. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees) or the state in which the work is to be performed or of the state in which Contractor is obligated to pay compensation to employees engaged in the performance of the work. Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

B. Liability Insurance.

(1) Naming the City of Pompano Beach as an additional insured as City's interests may appear, on General Liability Insurance only, relative to claims which arise from Contractor's negligent acts or omissions in connection with Contractor's performance under this Agreement.

(2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

Type of Insurance

Limits of Liability

GENERAL LIABILITY: Minimum \$1,000,000 Per Occurrence and \$2,000,000 Per Aggregate

* Policy to be written on a claims incurred basis

XX comprehensive form	bodily injury and property damage
XX premises - operations	bodily injury and property damage
___ explosion & collapse hazard	
___ underground hazard	
XX products/completed operations hazard	bodily injury and property damage combined
XX contractual insurance	bodily injury and property damage combined
XX broad form property damage independent contractors	bodily injury and property damage combined
___ personal injury	personal injury
XX CG2010	ongoing operations (or its' equivalent)
XX CG 2037	completed operations (or its' equivalent)
___ sexual abuse/molestation	Minimum \$1,000,000 Per Occurrence and Aggregate

AUTOMOBILE LIABILITY: Minimum \$1,000,000 Per Occurrence and \$2,000,000 Per Aggregate. Bodily injury (each person) bodily injury (each accident), property damage, bodily injury and property damage combined.

comprehensive form
XX owned
XX hired
XX non-owned

Minimum \$10,000/\$20,000/\$10,000 (Florida's Minimum Coverage)

Please note that Florida Statue Section 255.05 requires contractors who enter into a contract with the City to purchase a payment and performance bond when the contract is in excess of \$200,000.

REAL & PERSONAL PROPERTY

comprehensive form Agent must show proof they have this coverage.

EXCESS LIABILITY		Per Occurrence	Aggregate
<input type="checkbox"/> umbrella (Drop Down).	bodily injury and property damage combined	\$2,000,000	\$2,000,000

ENVIRONMENTAL/POLLUTION LIABILITY		Per Occurrence	Aggregate
<input type="checkbox"/> * Policy to be written on a claims made basis		\$1,000,000	\$1,000,000

CONTRACTOR is required to provide Environmental/Pollution Liability for damage(s) caused by hazardous waste material.

PROFESSIONAL LIABILITY		Per Occurrence	Aggregate
<input checked="" type="checkbox"/> * Policy to be written on a claims made basis		\$1,000,000	\$1,000,000

CONTRACTOR is required to provide Professional Liability if engineering and design is used.

CYBER LIABILITY (Technology)		Per Occurrence	Aggregate
<input checked="" type="checkbox"/> * Policy to be written on a claims made basis		\$2,000,000	\$2,000,000

Network Security / Privacy Liability
 Breach Response / Notification Sublimit (minimum limit of 50% of policy aggregate)
 Technology Products E&O - \$2,000,000 (only applicable for vendors supplying technology related services and or products)
 Coverage shall be maintained in effect during the period of the Agreement and for not less than four (4) years after termination/ completion of the Agreement.

CRIME LIABILITY		Per Occurrence	Aggregate
<input type="checkbox"/> * Policy to be written on a claims made basis		\$1,000,000	\$1,000,000

(3) If Professional Liability insurance is required, Contractor agrees the indemnification and hold harmless provisions of Section 12 of the Agreement shall survive the termination or expiration of the Agreement for a period of three (3) years unless terminated sooner by the applicable statute of limitations.

C. Employer's Liability. CONTRACTOR and all subcontractors shall, for the benefit of their employees, provide, carry, maintain and pay for Employer's Liability Insurance in the minimum amount of One Hundred Thousand Dollars (\$100,000.00) per employee, Five Hundred Thousand Dollars (\$500,000) per aggregate.

D. Policies: Whenever, under the provisions of this Agreement, insurance is required of the CONTRACTOR, the CONTRACTOR shall promptly provide the following:

- (1) Certificates of Insurance evidencing the required coverage;
- (2) Names and addresses of companies providing coverage;
- (3) Effective and expiration dates of policies; and
- (4) A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.

E. Insurance Cancellation or Modification. Should any of the required insurance policies be canceled before the expiration date, or modified or substantially modified, the issuing company shall provide thirty (30) days written notice to the CITY.

F. Waiver of Subrogation. CONTRACTOR hereby waives any and all right of subrogation against the CITY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

Please note that Florida Statue Section 255.05 requires contractors who enter into a contract with the City to purchase a payment and performance bond when the contract is in excess of \$200,000.

AGENCY CUSTOMER ID: 00007969

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Galloway Insurance Agency		NAMED INSURED Grant Works INC	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Certificate holder is also shown as additional insured with a waiver of subrogation, but only as required by written contracts.

Additional Named Insureds

Other Named Insureds

Grant Works Inc	Legal
Northland Ii Property LLC	Legal



AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Galloway Insurance Agency		NAMED INSURED Grant Works Inc.	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Please be advised that Waiver of Subrogation coverage & Blanket Additional insured are automatically provided by the Cincinnati Business Liability Coverage Form per written contracts for General and Employer's Liability policies.

tems, or other equipment, caused by or resulting from freezing, unless:

- (i) You did your best to maintain heat in the building or structure; or
 - (ii) You drained the equipment and shut off the water supply if the heat was not maintained.
- (d) "Property damage" to:
- (i) Plumbing, heating, air conditioning, fire protection systems, or other equipment or appliances; or
 - (ii) The interior of any building or structure, or to personal property in the building or structure, caused by or resulting from rain, snow, sleet or ice, whether driven by wind or not.

c. Limit Of Insurance

With respect to the insurance afforded in Paragraphs **3.a.** and **3.b.** above, the Damage To Premises Rented To You Limit as shown in the Declarations is amended as follows:

- (1) Paragraph **6.** of Section **III - Limits Of Insurance** is replaced by the following:
 - 6. Subject to Paragraph **5.** above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage **A - Bodily Injury And Property Damage Liability** for damages because of "property damage" to any one premises:
 - a. While rented to you, or temporarily occupied by you with permission of the owner;
 - b. In the case of damage by fire, explosion, lightning, smoke or soot, while rented to you; or
 - c. In the case of damage by water, while rented to and occupied by you.
- (2) The most we will pay is limited as described in Section **B. Limits Of Insurance**, **3. Damage To Prem-**

ises Rented To You of this endorsement.

4. Supplementary Payments

Under **Section I - Supplementary Payments - Coverages A and B:**

- a. Paragraph **1.b.** is replaced by the following:

Up to the limit shown in Section **B. Limits Of Insurance**, **4.a.** Bail Bonds of this endorsement for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

- b. Paragraph **1.d.** is replaced by the following:

All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to the limit shown in Section **B. Limits Of Insurance**, **4.b.** Loss Of Earnings of this endorsement per day because of time off from work.

5. Medical Payments

The Medical Expense Limit of Any One Person as shown in the Declarations is amended to the limit shown in Section **B. Limits Of Insurance**, **5. Medical Payments** of this endorsement.

6. 180 Day Coverage For Newly Formed Or Acquired Organizations

Section II - Who Is An Insured is amended as follows:

Subparagraph **a.** of Paragraph **3.** is replaced by the following:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;

7. Waiver Of Subrogation

Section IV - Commercial General Liability Conditions, **8. Transfer Of Rights Of Recovery Against Others To Us** is amended by the addition of the following:

We waive any right of recovery against any additional insured under this endorsement, because of any payment we make under this endorsement, to whom the insured has waived its right of recov-

ery in a written contract, written agreement, written permit or written authorization. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such additional insured prior to loss.

8. Automatic Additional Insured - Specified Relationships

a. The following is added to Section II - Who Is An Insured:

(1) Any person(s) or organization(s) described in Paragraph **8.a.(2)** of this endorsement (hereinafter referred to as additional insured) whom you are required to add as an additional insured under this Coverage Part by reason of a written contract, written agreement, written permit or written authorization.

(2) Only the following persons or organizations are additional insureds under this endorsement, and insurance coverage provided to such additional insureds is limited as provided herein:

(a) Managers Or Lessors Of Premises

The manager or lessor of a premises leased to you you are required per Paragraph **8.a.(1)** of this endorsement to provide insurance, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by you or those acting on your behalf in connection with the ownership, maintenance or use of that part of the premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- (i)** Any "occurrence" which takes place after you cease to be a tenant in that premises;
- (ii)** Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

(b) Lessor Of Leased Equipment

Any person(s) or organization(s) from whom you lease equipment you are required per Paragraph **8.a.(1)** of this endorsement to provide insurance. Such person(s) or organization(s) are insureds only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s). A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends. However, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

(c) Vendors

Any person or organization (referred to below as vendor) you are required per Paragraph **8.a.(1)** of this endorsement to provide insurance, but only with respect to liability for "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

(i) The insurance afforded the vendor does not apply to:

- 1)** "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of

This insurance applies only if the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed:

- (1) During the policy period; and
- (2) Subsequent to your execution of the written contract or written agreement, or the issuance of a written permit or written authorization, described in Paragraph 8.a.(1).

d. Section IV - Commercial General Liability Conditions is amended as follows:

Condition 4. Other Insurance is amended to include:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured per Paragraph 8.a.(1) of this endorsement provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract, agreement, permit or authorization described in 8.a.(2) of this endorsement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

9. Property Damage To Borrowed Equipment

- a. The following is added to Exclusion 2.j. Damage To Property under Section I - Coverage A - Bodily Injury And Property Damage Liability:

Paragraphs (3) and (4) of this exclusion do not apply to tools or equipment loaned to you, provided they are not being used to perform operations at the time of loss.

- b. With respect to the insurance provided by this section of the endorsement, the following additional provisions apply:

- (1) The Limits of Insurance shown in the Declarations are replaced by the limits shown in Section B. Limits Of Insurance, 9. Property Damage To Borrowed Equip-

ment of this endorsement with respect to coverage provided by this endorsement. These limits are inclusive of and not in addition to the limits being replaced. The Limits of Insurance shown in Section B. Limits Of Insurance, 9. Property Damage To Borrowed Equipment of this endorsement fix the most we will pay in any one "occurrence" regardless of the number of:

- (a) Insureds;
- (b) Claims made or "suits" brought; or
- (c) Persons or organizations making claims or bringing "suits".

(2) Deductible Clause

- (a) Our obligation to pay damages on your behalf applies only to the amount of damages for each "occurrence" which are in excess of the Deductible Amount shown in Section B. Limits Of Insurance, 9. Property Damage To Borrowed Equipment of this endorsement. The limits of insurance will not be reduced by the application of such Deductible Amount.
- (b) Section IV - Commercial General Liability Conditions, 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit, applies to each claim or "suit" irrespective of the amount.
- (c) We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

10. Employees As Insureds - Specified Health Care Services And Good Samaritan Services

Paragraph 2.a.(1)(d) under Section II - Who Is An Insured does not apply to:

- 1) Your "employees" who provide professional health care services on your behalf as a duly licensed nurse,

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Blanket Waiver of Subrogation

If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery.

This waiver of rights applies to any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver, but shall not be construed to be a waiver with respect to any other operations in which the Insured has no contractual interest.

Any person or organization for which the employer has agreed by written contract, executed prior to loss, may execute a waiver of subrogation. However, for purposes of work performed by the employer in Missouri, this waiver of subrogation does not apply to any construction group of classifications as designated by the waiver of right to recover from others (subrogation) rule in our manual.

Does not apply to work performed in the following state(s):
CA, NJ, TX

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 05-22-2025 Policy No. EWC 071 64 60-01 Endorsement No.

Insured GRANT WORKS INC

Insurance Company THE CINCINNATI CASUALTY COMPANY

Premium \$INCL

Countersigned by _____

WC 00 03 13

EXTENSION OF INFORMATION PAGE
Name and Location Schedule

Loc. No.	Insured No.	Name / Address
013	001	GRANT WORKS INC 102 MELISSA LN HATTIESBURG, MS 39402-3330

Federal Employee ID No. 76-0446220	Entity CORPORATION
---------------------------------------	-----------------------

NJ TIN NUMBER
760446220000

Loc. No.	Insured No.	Name / Address
014	001	GRANT WORKS INC 134 PREAKNESS DR MOUNT LAUREL, NJ 08054-5712

Federal Employee ID No. 76-0446220	Entity CORPORATION
---------------------------------------	-----------------------

NJ TIN NUMBER
760446220000

Loc. No.	Insured No.	Name / Address
015	001	GRANT WORKS INC 410 BISHOPS LODGE RD APT 5 SANTA FE, NM 87501-1970

Federal Employee ID No. 76-0446220	Entity CORPORATION
---------------------------------------	-----------------------

NJ TIN NUMBER
760446220000

Loc. No.	Insured No.	Name / Address
016	001	GRANT WORKS INC 325 LAFAYETTE AVE APT 7A BROOKLYN, NY 11238-5776

Federal Employee ID No. 76-0446220	Entity CORPORATION
---------------------------------------	-----------------------

NJ TIN NUMBER
760446220000

04-23-2025 07:35

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THE CINCINNATI INSURANCE COMPANY

EXCESS LIABILITY COVERAGE PART DECLARATIONS

Previous Policy Number

EPP0716461

Attached to and forming part of POLICY NUMBER: EPP 071 64 61 Effective Date: 05-22-2025

NAMED INSURED is the same as it appears in the Common Policy Declarations unless another entry is made here.

LIMITS OF INSURANCE

Each Occurrence Limit \$ 5,000,000
Aggregate Limit \$ 5,000,000

ADVANCE PREMIUM \$ 26,069

Applicable to Premium, if box is checked:

- Subject to Annual Adjustment
 Subject to Audit as follows:

Premium Basis	Estimated Exposure	Each Unit of Exposure Rate Per:	Minimum Premium
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SCHEDULE OF UNDERLYING INSURANCE

Underlying Insurance, Carrier, Policy Number & Term:

Underlying Limits:

a) Underlying Insurance:		Each Occurrence	\$
Carrier:		General Aggregate	\$
Policy Number:		Products Aggregate	\$
Policy Term:	(other)	EXCESS of:	\$
<hr/>			
b) CINCINNATI CAS. CO.	Employer's Liability	Bodily Injury by Accident:	
EWC0716460		\$ 1,000,000	Each Accident
05-22-2025 TO 05-22-2026		Bodily Injury by Disease:	
		\$ 1,000,000	Each Employee
		Bodily Injury by Disease:	
		\$ 1,000,000	Policy Limit

